

ST. MARY'S UNIVERSITY



Job Description

Job Title: Inner Life--Public Life, Liturgical Ministry
Department: University Ministry
Reports To: Director for University Ministry
Status: Exempt
Prepared Date: October 7, 2005
Prepared By: Interim Director of University Ministry
Approved By: Human Resources
Approval Date: October 7, 2005

JOB SUMMARY:

The University Minister for Liturgy is a Roman Catholic responsible for educating the liturgical sensibilities of the University, and supporting the coordination and excellence of all liturgical programs and services offered through the Office of University Ministry. Every member of the University Ministry Team supports the pastoral concern of the Office to the entire university community according to gifts and needs. Members of the University Ministry Pastoral Team also have specific designations and ministerial responsibilities.

ESSENTIAL RESPONSIBILITIES:

- Demonstrates knowledge and ongoing study of the Liturgical Documents of Vatican II as well as any subsequent Instructions on the Liturgy, including the General Instruction of the Roman Missal (GIRM), and the incorporation and adaptation of these documents (in collaboration with the Director) into the liturgical life and practice of the campus community, particularly among the student employees within University Ministry.
- Chairs a University Liturgical Commission (ULC) to plan and execute liturgical prayer for the University. The composition of the ULC will be agreed upon and approved by the Director, University Ministry. Areas of responsibility of the Commission will include, but not be limited to, the following:
 - A. Ritual
 - B. Art and Environment
 - C. Music (through the University Minister for Music)
 - D. Worship Aids, Presider ritual books and Publicity (posters, flyers, media)
 - E. Liturgical Ministry Training
- Recruits individuals to serve as liturgical ministers for the university in the following capacities, and reminds them in advance of (the week prior to) their assigned duties
 - A. Lectors
 - B. Extraordinary Ministers of the Eucharist
 - C. Altar Servers
 - D. Sacristans

- E. Hospitality Ministers
- F. Music Ministers
- G. Environment, movement and other artistic impressions
- Recruits presiders (in collaboration with the Director) for Eucharistic celebrations;
 - A. publishes and distributes a semester schedule of their assignments,
 - B. provides liturgical educational materials,
 - C. shares mutual observations of University concerns, ecclesial trends, styles of presiding and preaching, and
 - D. hosts periodic social gatherings to exchange information with Presiders.
 In addition, the University Minister for Liturgy will keep a written record of meetings with presiders for future reference, with distribution to appropriate individuals for further discussion and planning.
- The University Minister for Liturgy will be present at all major liturgical functions of the university to include, but not be limited to the following occasions:
 - A. Solemnities and Major Feasts of the Church
 - B. Major Academic Designations of the university
 - C. Major Marianist Liturgical celebrations
 - D. Other occasions as designated by the Director, University Ministry.

EDUCATION: Masters Degree in Liturgy, or in some area of Theology, Divinity, Ministry or related fields that includes graduate work in liturgy.

EXPERIENCE: The University Minister for Liturgy will be a practicing Roman Catholic. This ministerial position requires an understanding of and experience (preferred) with the Marianist Charism and Spirituality. Appropriate experience in university or campus ministry in higher education and broad student development background is preferred.

OTHER REQUIREMENTS: This position requires weekend and evening hours. A periodic review of the schedule with the supervisor will be required, to accommodate a fair and flexible schedule which serves the needs of University Ministry.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.