

Job Title: Office of Worship Assistant

Reports To: Director of Worship

Position Status: Part-Time

FLSA Status: Non-Exempt

Hours: 25 hours per week

Job Summary:

St. Luke the Evangelist Catholic Church is seeking a dedicated and detail-oriented **Office of Worship Assistant** to support the Director of Worship in the Music and Liturgy Ministry office. This role will assist in managing the music ministry program, ensuring the smooth execution of worship services, and coordinating liturgical events for the parish. The ideal candidate will thrive in a fast-paced, high-volume environment while maintaining attention to detail and a strong sense of organization.

Key Responsibilities:

- Prepare materials for choir rehearsals and music binders for weekends and feast days.
- Assist with making copies and preparing packets for Office of Worship training and meetings.
- Maintain the art and environment of the church during the week.
- Track office supplies and notify the Director of Worship when replacements are needed.
- Assist with the preparation of liturgical celebrations, including worship aids and scripts.
- Track payments for weddings and quinceaneras.
- Serve as within the liturgy as needed, primarily daily masses and occasionally on the weekends.
- Maintain liturgical items used during Mass, ensuring they are clean and well-kept.
- Assist with the preparation of liturgical minister schedules and format sign-in sheets.
- Assist with funeral arrangements and related duties as needed.
- Perform additional duties as assigned by the Director of Worship.

Qualifications:

- Must be a practicing Catholic in good standing with the Church.
- Working knowledge of Catholic liturgy and music.
- Ability to read music at a beginner's level.
- Proficient in Microsoft Word, Excel, Outlook, and basic database management.
- Strong organizational and problem-solving skills.
- Excellent written and oral communication skills.
- Ability to meet deadlines.
- Ability to work effectively with volunteers and demonstrate a positive, team-oriented attitude.
- Discretion in handling confidential and sensitive information.
- Must pass a background check and complete Diocesan CMG training.

How to Apply:

Interested candidates should submit a resume with a minimum hourly rate requirement to **businessmanager@stlukesatholic.com** with the subject line “Office of Worship Assistant.” Applications without an hourly rate requirement may not be considered. Please no calls.