



## JOB DESCRIPTION St. Anthony Shrine

**Job Title:** Director of Liturgy

**Department:** Worship

**Reports to:** Executive Director

**Location:** St. Anthony Shrine  
100 Arch Street  
Boston, MA 02110

**FLSA Status:** Part-Time, Non-exempt

**Prepared Date:** April 24, 2025

**Approved by:** Fr. Tom Conway, OFM

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### INTRODUCTION

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the **Director of Liturgy**, to work in accordance with this Mission.

St. Anthony Shrine, the “Church on Arch Street” is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Our Lady of Guadalupe Province. The central focus of the Shrine’s ministry has remained constant for over 75 years: providing a convenient and prayerful setting for people desiring to praise and worship our God; currently through 21 Masses per week, as well as an extensive schedule for the Sacrament of Reconciliation and a variety of outreach ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

### SUMMARY OF POSITION

The Director of Liturgy provides support to the Presiders (Franciscan Friar priests) and direction to the lay Worship Ministers (volunteers) and paid sacristans (employees) as it pertains to the worship ministry schedule of events. This includes Masses and special services throughout the liturgical year, such as communal penance, Stations of the Cross, and baptisms to name a few. This front-facing position serves as a liaison for internal and external stakeholders, including but not limited to Friars, the Director of Music, Shrine employees, and volunteers.

## **PRIMARY DUTIES AND AREAS OF RESPONSIBILITY**

1. Evaluate Shrine public liturgies and propose solutions to problems.
2. Creatively organize special liturgies throughout the year; for example, in 2025, All Souls Day falls on a Sunday. Work with other directors as necessary to implement.
3. Evaluate and coach (lay) Sacristans and coordinate their weekly schedule.
4. Recruit and train new Lectors and Eucharistic Ministers.
5. Schedule Lectors and Eucharistic Ministers, ideally with two lectors at weekend Masses. Respond to emails and phone calls with schedule change requests.
6. Manage the ongoing formation of lay Worship Ministers. Plan and execute an annual day of renewal, to involve presentations on practical issues at the Shrine, Friar reflections and a closing prayer service, including a blessing/recommissioning.
7. Form a new Worship Committee (4-6 people); define their mission and role.
  - Schedule and conduct quarterly meetings of this committee.
8. Ensure Mass intentions are prepared in advance and provided to the sacristy on time.
9. Write the weekend announcements and provide them to the Presiders and/or Director of Music prior to the liturgies. Improve this process and help critique (advise on) the appropriateness of announcements. Review/update guidelines last set in Fall 2014.
10. Improve the process by which each "Liturgy Team" (i.e. presider, lectors, Eucharistic minister, musicians, sacristan and acolyte) communicate before Mass. Introduce and implement idea of "Mass Coordinator", responsible for checking in the assigned ministers, making sure everyone knows where their communion station is, assigning the acolyte, etc.
11. Work with Director of Communications to publicize changes in liturgical schedule (i.e. holidays).
12. Direct the volunteers on set up of appropriate liturgical decorations for the season. Schedule volunteers and resources in advance. Communicate plan to Exec Director.
13. Attend Directors Meetings when available and applicable.
14. Other duties as assigned.

Note: The quality and performance of music is the responsibility of the Director of Music. The scheduling of presiders is the responsibility of Fr. Frank Sevola, OFM, Guardian.

## **REQUIRED QUALIFICATIONS**

1. Ability to analyze information for the purpose of coordinating and planning activities and solving problems.
2. Sophisticated understanding of Catholic liturgy.
3. Able to read, write and speak in the English language.
4. Ability to communicate appropriately with donors, volunteers, the public, the Friars, and all levels of staff.
5. Strong organization skills, accuracy, and attention to detail.
6. Excellent oral communication and interpersonal skills.
7. Detail-oriented with solid organizational skills.
8. Strong initiative and ability to anticipate, multitask and prioritize without direct supervision, while keeping key stakeholders in the loop.
9. Demonstrated ability to complete tasks in a timely manner, with or without stated deadlines.
10. Ability to handle sensitive information with tact and discretion.

11. Ability to work both independently and as part of a team.
12. Willing and able to work flexible hours, especially during weekends or after-hour Shrine events
13. Able to maintain appropriate confidentiality of all relevant information, passwords etc.
14. Comfortable working in a non-profit, religious organization

## **ADDITIONAL RESPONSIBILITIES**

In addition to the tasks outlined above, it is a requirement of the **Director of Liturgy** to:

1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with employees and friars, in a manner that is consistent with our Franciscan Values in the Workplace, which are: service, humility, peacemaking, contemplation and collegiality.

## **ADDITIONAL REQUIREMENTS**

1. Able to work evenings, weekends and holidays as needed.
2. Be punctual and able to meet deadlines.
3. Be flexible and demonstrate sound work ethics.
4. Be respectful, honest, trustworthy and possess cultural awareness/sensitivity.

## **EDUCATION AND/OR EXPERIENCE**

1. Some years of relevant experience in a similar position at a Catholic church.
2. Some work toward a degree in Theology, Ministry or similar.

## **PHYSICAL DEMANDS**

Must be able to stand, walk, bend and lift up to 20lbs. The Director of Liturgy will also spend time at a computer and on the phone doing repeated tasks.

## **WORK ENVIRONMENT**

Catholic church and professional office in a business/residential religious building.

## **HOURS**

10-20 per week, including weekends

## **WAGES**

\$35-\$38 per hour