

Job Description for Liturgy Committee Chairperson[s] St. Paul the Apostle Catholic Church

Qualifications:

- 1.] Open to on-going liturgical formation.
- 2.] Good organization and communication skills.
Articulate, good facilitator, ability to summarize & prioritize.
Keep members on the subject, run meeting efficiently with respect to time.
- 3.] Personable, respectful, fair and faith-filled.
- 4.] Must be a member of Liturgy Committee at least one year before assuming chairperson position.

Term:

Elected by Liturgy Committee members and approved by Pastor.
1 year, renewable

Duties:

- 1.] Prepare Agenda and materials at least one week prior to scheduled meeting.
- 2.] Must be present to facilitate all meetings.
- 3.] Prepare a summary of the minutes following every meeting and distribute to members.
- 4.] Follow directives set forth in the Liturgy Committee Charter.
- 5.] Collaborate with Director of Liturgy/Music and Pastor.
- 6.] Open to attend a diocesan, regional or national liturgy workshop or conference.

Responsible to: Liturgy/Music Director [Pastoral Staff position]

[Revised: 6-22-17]