

## Divine Worship Assistant Director

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Catholic Diocese of Green Bay Inc.

### PRIMARY RESPONSIBILITIES:

The Divine Worship Assistant Director works to support the mission and vision of the Diocese of Green Bay through the promotion of the sacred liturgy and catechumenate. The Assistant Director assists the Director of the Office of Divine Worship by providing parish outreach and formation opportunities (with particular focus in liturgical music and ministry catechesis), assists in preparing for diocesan and episcopal liturgical celebrations with emphasis on liturgical music and worship aids), as well as oversees Curia sacramental opportunities at St. Joseph Chapel.

### MINIMUM KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED:

*"Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church."*

- Master's degree required in liturgy, liturgical ministry/studies, liturgical/sacred music, or related area.
- Must have a practical, working knowledge of liturgical documents including, but not limited to, *Sacrosanctum Concilium*, the *Rite of Christian Initiation of Adults*, the *General Instruction of the Roman Missal*, *Liturgiam Authenticam*; and *Sing to the Lord: Music in Divine Worship*.
- Understanding of the role of liturgical music and ministry within the sacred liturgy including the Eucharist, Liturgy of the Hours, and popular devotions.
- Understanding of local parish life and culture, including understanding of ministry formation through the lens of discipleship.
- Strong written and oral communication skills.
- Proficient computer skills including knowledge of MS Office Suite, Finale music editing software, and Adobe Acrobat.
- People-oriented with ability to successfully complete multiple projects and tasks as a team through collaborative leadership and listening skills.
- Familiar with standard office equipment, music equipment, and liturgical supply.
- Ability to make clear and accurate presentations to groups for liturgical catechesis and ministry formation.
- Must be detail-oriented, patient and able to make decisions in collaboration with others.
- Ability to prioritize and complete projects independently.
- Must be flexible in making changes and able to meet deadlines

### PREFERRED:

- Three to five years' experience in a related parish or diocesan ministry; music ministry experience
- Musical accompaniment ability and experience in music ministry (ie: choir director, accompanist, cantor, etc).
- Skills in document design and database utilization.
- Preference for skills in liturgical music ministry and formation.

If interested in this position, please send your resume to:  
[hrcoord@gbdioc.org](mailto:hrcoord@gbdioc.org)

*These statements are intended to describe the general nature and level of work performed by employees assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.*