

Catholic Campus Ministry at Old Dominion University  
Leadership Team

Liturgy Minister

Description:

The Liturgy Minister organizes all liturgical functions on campus. She/he works behind the scenes to ensure that Masses, Holy Days, and worship events run smoothly and remain holy and within Catholic Church Teaching. He/she works closely with the CCM Chaplain to learn and be prepared together.

Duties:

- 1) Liturgy
  - a) Sunday Mass, Holy Days, and Soul Food Mass
    - i) Organize liturgical ministers for each Mass (EMHCs, ushers, altar server, lectors).
    - ii) Arrive 1 hour prior to each Mass on Sunday to help with setup; check-in with EMHCs, ushers, altar server, and lectors; provide extra help where needed.
  - b) Daily Mass
    - i) Arrive ½ an hour prior to Mass to help Father set up and get volunteers to serve at Mass.  
(1) If you cannot be at Daily Mass, stay in contact with Father regarding how it is going.
  - c) Liturgy Training
    - i) Oversee the training of all liturgical ministers and servers. Do this with the help of the Chaplain.
  - d) Communicate with the CCM Chaplain about Mass and other important information regularly throughout the year.
- 2) Choir
  - a) Check-in with Choir to make sure everything's running smoothly.
  - b) Be sure to inform the Choir about what is happening at each Mass including Rites, Blessings, Liturgical Seasons, etc.
  - c) Do not forget that the choir is a part of the liturgy team and should be kept informed.
  - d) Choir Director Discernment
    - i) Following Leadership Team Discernment, work with the outgoing Liturgy Minister, Outgoing Choir Director, and staff to discern the new Choir Director for the year.
- 3) Welcome Week
  - a) All Leadership Team members will participate and lead Welcome Week activities.
- 4) Fall Retreat
  - a) Work with the staff and the Leadership Team to coordinate the needs for Fall Retreat.
- 5) Administration
  - a) Meetings
    - i) Attend all Leadership Team meetings unless significant circumstances intervene.
    - ii) Attend Leadership Retreat.
    - iii) Attend individual meetings with the CCM Director on a monthly basis.
  - b) Attendance
    - i) Keep track of attendance numbers for all Masses and post them to the Attendance Number document.
  - c) After Event Forms
    - i) Complete After Event Forms for any event that you are leading.
  - d) Publicity
    - i) Submit announcements for the listserv, bulletin, pulpit, and social media to the publicity database.
    - ii) Take photos at events and share them with the team via the group chat on GroupMe/Whatsapp.