

Title: Liturgical Ministries Coordinator

Overview: The Liturgy Coordinator has the primary responsibility for the flow and logistics of the liturgical ministry of the parish. The Coordinator works with the parish Liturgy Commission to determine relating to the liturgical celebrations of the parish and to plan the seasonal liturgical celebrations.

Hours: 20-25 hrs/week

Location: parish office/at home

Responsibilities:

- Recruit and schedule all liturgical ministers, including the readers, altar servers, extraordinary ministers of the Eucharist, ushers.
- Logistical planning of Children's Liturgy of the Word at 9:30 am mass
- Provide training for all new ministers and ongoing training for existing ministers in coordination with the Director of Religious Education
- Create and maintain standard operating procedures manual for all liturgical ministers.
- Assists in the preparation for sacramental rites (i.e. First Reconciliation, First Holy Communion, Baptism) by conducting rehearsals, and provides mass scripts to priests, liturgical ministers, and participants
- Coordinates the cleaning of liturgical vestments
- Attends all Liturgy Commission meetings to determine parish liturgical policy and to assist in the liturgy planning process.
- Maintains the sacristy of the Church, including cleaning, organizing, laundering, restocking, and replenishing all liturgical supplies and equipment
- Coordinates with the office assistant regarding the schedule of mass intentions and Baptisms
- Regularly attend weekend masses, holy day masses, and Christmas and Easter masses to make sure everything runs smoothly
- Coordinates rites and liturgical services in conjunction with the RCIA team
- Funerals: meet with clergy and families to help plan the liturgy, provide ministers (servers, readers, EMHC), as well as attend the funeral
- Coordinate most aspects of Funeral liturgies: outreach/support/planning with families, serving as the first point of contact with area funeral homes, scheduling ministers, providing set-up/clean-up
- Attend staff meetings

Qualifications:

- Fully initiated Catholic in good standing
- Ability to honor and maintain confidentiality
- Ability to work well with people and pull together teams to accomplish goals of the Liturgical Committee
- Ability to lead and train liturgical ministers

- Since presence at weekend liturgies in order to provide oversight/coordination is essential, must be available to work at some point over weekends.
- Previous parish experience in liturgy desired
- Possesses knowledge of Church documents with regard to the liturgy
- Intermediate computer knowledge in Microsoft Office (Word, PowerPoint, Excel, Outlook) and ability to use ministry scheduling software.
- Background check