

LITURGY COORDINATOR Job Description

GENERAL DESCRIPTION:

The Liturgy Coordinator has the primary responsibility for the smooth flow of the liturgical ministry of the parish.

The Coordinator works with the parish Liturgy Commission to determine policies relating to the liturgical celebrations of the parish, and to plan the seasonal liturgical celebrations.

This position is part-time – approximately 25 hours per week throughout the year. Work hours are flexible.

The Liturgy Coordinator is responsible to the pastor.

SPECIFIC RESPONSIBILITIES:

- Recruit and schedule all liturgical ministers, including the readers, commentators, extraordinary ministers of the Eucharist, ushers, sacristans, flower/plant care volunteers, church and sacristy care (general cleaning on exterior of baptism font and sacristy, maintain holy water vessels), linen laundry, baptism gowns, altar seamstress.
- Provide training for all new ministers and ongoing training for existing ministers.
- Prepares liturgies for special liturgical events
- Coordinates the cleaning of liturgical vestments
- Attends all Liturgy Commission meetings to determine parish liturgical policy and to assist in the liturgy planning process.
- Attends all Environment Committee meetings to coordinate seasonal church environment.
- Maintains all liturgical supplies and equipment.
- Schedule mass intentions and pay stipends to clergy and diocese.
- Attend weekend masses, holy day masses and Christmas and Easter masses to make sure everything runs smoothly.
- Coordinate rites and liturgical services in conjunction with the RCIA team.
- Funerals: Meets with clergy and the family to help plan the liturgy and provide minister volunteers (servers, readers, EMHC distributors)
- Cemetery: Sell grave sites and maintain cemetery records, coordinate burials with funeral home, work with cemetery caretaker to make sure the grounds are maintained.

QUALIFICATIONS:

- Must be a practicing Catholic and active in a parish.
- Ability to honor and maintain confidentiality

- Must work well with people of all walks of life
- Ability to lead and train liturgical ministers
- High school graduate or equivalent. Some college preferred.
- Minimum two years of administrative experience. Experience with Microsoft Word, Excel and Publisher required. Experience with ParishSoft ConnectNow preferred. Knowledge of liturgy preferred.
- Must have good verbal and written communication skills in English.
- Must have demonstrated organizational skills, attention to detail and accuracy.
- Must be able to handle multiple tasks and to work with volunteers.
- While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks and answer telephone calls. The position also requires some standing, stooping, bending and lifting up to 25 pounds. The employee is expected to work onsite and weekends and on occasional evenings, as needed.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties and skills.