

Part-Time Administrative Assistant for Liturgy St. Michael the Archangel

Summary:

This position works directly for the Pastoral Associate for Liturgy and Music. Position requires excellent administrative skills, computer competency, general knowledge of the Roman Catholic Liturgy.

- Recruits and schedules Liturgical Ministers
- Communicates schedule and prepares weekly minister's binder for Sunday liturgies
- Maintain accurate inventory levels of liturgical and music supplies as needed
- Orders inventory for sacristy and office as needed
- Assists with funerals and funeral receptions
- Prepares for daily Masses as needed
- Assists with preparations for Sundays, feasts and special events
- Coordinate Sunday and daily masses with Sacristans, acolytes and Extraordinary Ministers of the Holy Eucharist as directed by Pastoral Associate
- Attends and supervises designated Saturday evening and Sunday Masses
- Attendance at all major liturgical and feast day celebrations i.e. Holydays, Christmas, Holy Week and Easter'
- Assists with calendar planning and ministry formation training
- Contacts priests for Masses and Penance Services
- Assists in preparing the church and reception area for funerals as directed by the Pastoral Associate
- Maintain accurate database of priests with contact information as well as Liturgical Ministers and scheduling calendars
- Assists in recruiting volunteers and scheduling for service to the liturgy
- Recruit priest for parish Penance services and handle check request
- Supervises with the assistance of CFF director, Children's Liturgy of the Word
- Bachelor's Degree in Catholic Liturgy or equivalent experience
- Practicing Catholic in good standing with the Church
- Minimum of three years' experience working in Liturgy and Music in a Catholic Church
- Able to work flexible hours including holy days, weekends and evenings as needed
- Virtus trained
- Maintains timelines to ensure the meeting of project deadlines
- Establishes clear expectations of self and achieves measurable goals

Suitable candidates may send cover letter and resume to bbasye@stmichaelchurch.net