

Part-Time Liturgy Coordinator

Holy Family Parish

Job Summary:

Under the supervision of the pastor or his delegate, this position will have the responsibility to develop, coordinate, and facilitate the parish programs for liturgical worship.

Essential Job Duties:

- Coordinate the formation, training, and scheduling of all liturgical ministers including sacristans, servers, ushers, lectors, and communion ministers.
- Coordinate the liturgy committee and implement the recommendations of the Pastor and committee.
- Assist with the annual budget preparation for liturgical services.
- Ensure that all liturgical worship follows the Archdiocesan guidelines.
- Maintain the supplies of liturgical resources, including wine, bread, ORDOS, Lector workbooks, lectionaries, missalettes, linens, and vestments.
- Prepare weekly presider's book for English and Spanish masses.
- Maintain and prepare all liturgical vessels and items as necessary.

Non-Essential Job Duties:

- Act as liaison for Holy Family with the Archdiocese Office of Worship, maintaining communication and implementing directives as necessary.
- Monitor pamphlets, brochures, and publications in the church and chapel to replace as recommended and disposed of at necessary times.
- Assist the Pastor and Liturgy committee with short and long range planning for liturgical needs of the parish.
- Be available during special liturgical events such as Holy Week, Christmas, Confirmations, Advent, Lent, and parish missions.
- Communicate with other parish staff, such as Administrator, Music Director, CCE leaders, regarding any liturgical needs and/or requirements.
- Attend Archdiocesan workshops, meetings, retreats as proposed by the Office of Worship.

Physical and Mental Requirements:

Requires coordination and manual dexterity, above average mental and visual ability, able to lift as required in normal office setting, walking, sitting, stooping, reaching, talking, hearing, carrying, and keyboarding.

Basic Qualifications:

- Must have working knowledge of the mission of the Archdiocese and the Catholic Church and be in full communion with the Church.
- Excellent communication skills, verbal and written; excellent interpersonal skills
- Must be a self-starter, organized, and perform multiple tasks simultaneously.
- Ability to maintain confidentiality.
- Can work collaboratively with a team, is punctual and able to travel locally when necessary.
- Proficient in computer technology to include Word, spreadsheets, and Power Point.
- Professional, courteous, clean and neat personal appearance.
- Able to work with volunteers.
- Must pass background, criminal history, and credit history check.

Education and Experience:

- Certified as a Liturgist, FTSM, or equivalent experience
- Well versed in the liturgy of Roman Catholic Church
- Preferred bi-lingual(English/Spanish)

Interested candidates should send their resume to gail.hutchins@hollyfamilychurch.us.