

**LITURGY COORDINATOR**  
**ST. ANGELA MERICI CATHOLIC CHURCH**  
Missouri City, Texas

**Summary:**

St. Angela Merici Catholic Church, a dynamic growing community of 1700+ families, has an opening for a part-time Liturgy Coordinator. The Liturgy Coordinator is responsible for collaborating with clergy, staff, ministry leaders, and volunteers to plan and execute parish liturgies and celebrations. The Coordinator develops and directs liturgical ministers to provide leadership on Sundays and other special liturgies that will lead parishioners "to that full, conscious, and active participation in liturgical celebrations called for by the very nature of the liturgy" at St. Angela Merici Catholic Church. This position will report directly to the Pastor, and to the Parish Administrator for all HR related issues.

**Area of responsibilities:**

- Oversee planning and execution of all liturgical celebrations, including prayer services, confirmation, baptism, reconciliation, weddings, funerals, and anointing of the sick.
- Ensure the integrity of the liturgical year in coordination with the Co-Directors of Music Ministry and Clergy.
- Work with the Volunteer Coordinator and Liturgical Committee Heads to recruit, train, and schedule volunteers for each Liturgical Ministry, Sacrament, and Pastoral Care ministries.
- Oversee infant Baptism, including working with Baptismal coordinators to Prepare and schedule Baptisms and Classes
- Oversee both the Wedding Preparation and the Liturgical Celebration of Marriage
- Provide pastoral support to families who have lost a loved one and coordinate the Funeral Mass
- Coordinate and schedule Nursing home Masses and visits, with the homebound ministry
- Supervise the planning and execution of the Church liturgical environment

**Job Requirements:**

- Practicing Catholic able to participate in the Sacraments of the Church and a strong knowledge of Catholic faith and doctrine.
- Preferred - 3 years of active leadership in liturgical ministries.
- Strong knowledge and understanding of GIRM and the rubrics of the Roman Missal.
- Strong interpersonal skills and organizational skills
- Must be organized and have the ability to work independently with minimal supervision
- Proficient in use of a computer and the Microsoft Office Suite, email, etc; must possess ability to quickly learn new systems

Complete job description available upon request. Interested candidates should send a cover letter, resume, and references via email to [margaretmyers@stamericigh.com](mailto:margaretmyers@stamericigh.com)