Liturgy Coordinator
Mary Queen Catholic Church
Friendswood, TX

SUMMARY
The Liturgy Coordinator for Mary Queen Catholic Church serves in the role of directing all liturgical activities of the parish. This involves coordinating ministries and volunteers to advance the dignity, beauty, and integrity of the liturgy.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Serves as the focal point for the parish for all liturgical needs.
- Attends to the liturgical, sacramental, and ministerial requirements of the parish priests. Determines the liturgical needs of the parish with the pastor.
- Assists parish ministers and staff in all liturgical and sacramental preparation.
- Facilitates the worship life of the parish and prepares weekly Mass books for celebrants and deacons and for special activities at Christmas and Easter, First Communions, Confirmation, Weddings, Funerals, and Quinceañeras.
- Recruits, trains, and supports the liturgical volunteers and ministers in their respective roles including lectors, acolytes, ushers, eucharistic ministers, altar servers, and linen cleaners.
- Acts as a resource on matters relating to liturgy. Maintains current knowledge of liturgical norms.
- Lectors: Schedule lectors for weekend masses – quarterly. Coordinate training sessions in accordance with General Instructions Roman Missal (GIRMS) guidelines.
- Extraordinary Ministers of the Eucharist (EME): Train Extraordinary Ministers of Holy Communion according to General Instruction of the Roman Missal (GIRM).
- Submit bulletin announcements and mail outs concerning Lectors, Extraordinary Ministers of Holy Communion and Altar Servers
- Assists in funeral planning and preparing worship aids.
- Responsible for the Art & Environment within the Church inclusive of flower decorations.
- Coordinates with Music Director, Faith Formation Directors, Social Services Coordinator, and other staff members as appropriate.
- Prepares a liturgy budget annually, with focus on Liturgy, Art, and Environment.
- Ensures adequate supply of liturgical items (altar bread, wine, incense, candles, etc.).
- Orders and purchases necessary liturgical material within a planned budget. Timely order liturgical books and adequate supply of clean linen.
- Responsible for parish sound and video/live streaming systems including maintenance & repairs.
- Attends and contributes at regular staff meetings and other staff events.
- Follows policies and procedures of parish/archdiocese.
- Performs other tasks or responsibilities as assigned by pastor or his delegate.
- Engages in professional and spiritual growth.

EDUCATION, EXPERIENCE and SKILLS
- Must be knowledgeable of Catholic Liturgy and Liturgical documents. Have experience leading liturgy ministry in a Catholic parish.
• Training: Formation Toward Christian Ministry (FTCM), Marriage Preparation Classes and/or Practicum, Certification Program in Pastoral Liturgy (or in the process of earning a rating as a “Certified Liturgist”)
• Must have demonstrated ability of serving collaboratively with other staff members.
• Have communication skills and work well with adults and children.
• Satisfactory completion of requisite background check and the Archdiocesan Safe Environment Training
• Demonstrated computer capability, competent in the use of Microsoft Office, Word, Excel, PowerPoint
• Roman Catholic in good standing with the Catholic Church.

CHARACTERISTICS

The Liturgy Coordinator must possess the following characteristics:

• Effective communicator
• Good interpersonal skills
• Maintains confidentiality
• Effective organizational skills
• Ability to recruit and train
• Ability to relate to various cultures and points of view

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made per ADA guidelines. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment is typical of an office environment. Employee is not required to travel for this position and no regularly scheduled overtime will be required. Evening and Weekend work will occasionally be required. Hours in excess of 40 per week required, as needed.

This job description should not be construed to imply that these requirements are exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by the Pastor and/or their supervisor.

Should you have an interest in any of these positions, please submit your expression of interest with resume to Fr. Jim Kuczynski, M.S. (FRJIM@MARYQUEENCHURCH.ORG) with a copy to Rose Mary Baez (BAEZRM@MARYQUEENCHURCH.ORG) via email. Should you have any questions, please direct all calls to Rose Mary Baez at 281-482-1391.