

# Part-Time Liturgy Coordinator

## Holy Family Catholic Church

Missouri City, Texas

### **Summary**

Holy Family Catholic Church in Missouri City, TX, seeks a part-time (20-25 hours per week) **LITURGY COORDINATOR**. The Liturgy Coordinator is responsible for facilitating the worship life of the Parish by coordinating and providing a quality liturgical experience which celebrates and strengthens the congregant's journey of faith. This position will report directly to the Pastor, Parochial Vicar, and Business Manager.

### **Qualifications and Skills**

Due to its unique ministerial nature, this position requires the hiring of a confirmed, practicing Roman Catholic, who is supportive of the mission and tenets of the Roman Catholic Church; fully adhering to and modelling the Church's teachings in faith and morals with a spirit of hospitality and pastoral care. (Cf. National Directory for Catechesis, 54 B 5).

### **Responsibilities and Duties**

- Manage and oversee all special liturgies and sacramental occasions such as, but not limited to, Advent/Christmas, Lent/Holy Week/Easter, All Saints, All Souls, Divine Mercy Sunday, Immaculate Conception, Mary Mother of God, First Holy Communion, Confirmation, etc.
- Manage and oversee the liturgical ministers and their work at every Mass, but especially for Solemnities and Feast Days.
- Occasionally attend daily and weekend Masses, Feast Days, and Solemnities to observe ministers and the flow of the liturgy.
- Organizes and runs annual Liturgy Committee Meetings, and maintains yearly listing of liturgical activities.
- Plan, execute and continuously update guidelines and procedures of liturgical ministries.
- Works in conjunction with liturgy ministry leads for planning and scheduling training sessions or workshops.
- Collaborates with other departments and Archdiocesan Offices for liturgical programs held on campus.
- Meet with the Pastor on a regular basis to get feedback on the liturgy.
- Administer and implement changes as they relate to the Roman Missal, Office of Worship, and Pastor's decisions.
- Prepare the weekly Presider's Book.
- Prepare Mass intention cards for daily liturgies.
- Communicate any liturgical changes or closings in a timely manner.
- Inventory and order supplies including, but not limited to, hosts, wine, candles, and other items connected to the Mass or liturgical functions.
- Stay abreast of developments in sacramental theology, Canon Law as directed by the Pastor, liturgical practice, and Archdiocesan policies and guidelines.
- Oversee and involved in coordinating special events and processions including, but not limited to Christ the King, Corpus Christi, Parish-wide reconciliation services, Stations of the Cross, etc.
- Weddings: collaborates and schedules Wedding Coordinators, meetings with couples to plan the liturgy and accept payments.
- Funerals: meetings with families, plans liturgy, provides ministers for liturgy, and coordinates with funeral homes.
- Takes and retrieves vestments to the dry cleaner.
- Other duties as assigned by the Pastor or Business Manager.

### **Physical Demands and Work Environment**

- Lifting of weight in accordance to the liturgical seasons and Parish programming
- Able to walk and stand prolonged hours as required by the Parish liturgical seasons and programs
- Must be able to work a flexible schedule as needed, especially for liturgical solemnities
- General office environment and on some occasions working outside in various temperatures and weather conditions

### **Scope of Position**

- Non-exempt, year-round, part-time position. It is understood that the hours will be set to serve the needs of the Parish. The Office is closed on Archdiocesan holidays.

### **To Apply:**

Send cover letter and resume to [information@holyfamilychurch.us](mailto:information@holyfamilychurch.us) with the subject line: Position Application: Liturgy Coordinator