

# Liturgy & Administrative Coordinator

## St. Rose of Lima Catholic Church

**Summary:** St. Rose of Lima Catholic Church seeks a full-time coordinator to serve in a dual role supporting both liturgical ministry and religious education ministry programs. This position reports directly to the Pastor and works closely with the Deacon to ensure quality liturgical celebrations while providing vital administrative support for faith formation programs.

### **Primary Responsibilities:**

#### **Liturgical Duties: (50%)**

- Collaborate with pastor and pastoral team to coordinate all parish liturgies
- Prepare scripts and worship aids for all liturgical celebrations
- Coordinate with ministry heads for major liturgical celebrations (Christmas, Triduum, First Eucharist, Confirmation)
- Serve as consultant for planning sacramental liturgies (weddings, funerals, Quinceañera)
- Oversee non-sacramental liturgies (Stations of the Cross, Divine Mercy, Precession)
- Coordinate annual retreat for liturgical ministers
- Maintain knowledge of and adherence to liturgical documents and Roman Missal
- Altar server training and scheduling

#### **Religious Education Ministry Support: (50%)**

- Assist CRE in organizing catechist teams for parish and public-school outreach
- Manage registration paperwork and payments for religious education classes
- Maintain digital database of class rosters and attendance records
- Support curriculum evaluation and scheduling
- Coordinate facility reservations for religious education events
- Manage sacramental records and certificates
- Send required notifications to churches of baptism
- Support volunteers with supplies and clerical assistance
- Be on campus to support DRE during CCE classes
- Assist with parental communications as determined by the Director of Religious Education

### **Required Qualifications:**

- Active member of a Roman Catholic parish
- Strong knowledge of Catholic liturgy and liturgical documents
- Proficiency in Roman Missal and Lectionary
- Strong organizational and planning abilities
- Excellent communication skills
- Experience supervising volunteers
- Ability to maintain confidentiality
- Self-motivated with initiative
- Collaborative approach to ministry
- Completed CMG (safe environment) training

### **Additional Requirements:**

- Available for evening and weekend events as needed
- Computer proficiency in record keeping and communications
- Bilingual (English/Spanish) preferred but not required

Please submit your resume and cover letter to: Fr. Linh at [frlinh@stroselima.org](mailto:frlinh@stroselima.org) and CC Deacon John Murrell at [johnm@stroselima.org](mailto:johnm@stroselima.org) and Stephanie Ruiz at [sruiz@stroselima.org](mailto:sruiz@stroselima.org). Applicants must include minimum salary requirements in their cover letter for consideration. Benefits package available.