POSITION TITLE: Liturgical Coordinator

Opening Date: December 6, 2019

Closing Date: December 20, 2019

Location of Job: St. Pius X Catholic Church

Location Address: 1280 NW Saltzman Rd, Portland, OR 97229

Position: Part-time, 15 – 18 hours per week

Position Summary: The General Instruction of the Roman Missal explains, “A liturgical function is also exercised by: The sacristan, who diligently arranges the liturgical books, the vestments, and other things that are necessary for the celebration of Mass” (No. 105).

The ‘Liturgical Coordinator’ oversees the preparation of the Church for all Masses and non-Mass liturgies, such as Communal Reconciliation services and non-Mass Weddings and Funerals. This includes making sure positions such as: sacristan, reader, extraordinary minister, usher, greeter, and altar server are filled by trained volunteers. Responsible for recruiting and training for these volunteer positions. Responsible for scheduling priests for the various liturgies. This position will work approximately 15-18 hours per week and must be available to work weekends and holidays.

Primary Responsibilities:

- Liturgical Environment
  - Maintains the church environment based on Liturgical Seasons. This includes, but is not limited to: maintaining linens on the altar, including matching linen colours to the liturgical season.
  - Coordinates with the Environment Committee volunteers and staff to maintain proper church decorations, as based on the GIRM,
during the various liturgical seasons. This includes the maintenance and arrangement of Altar flowers.
  o Coordinates with technology and facilities department to maintain audio/visual and facility functions in church during Masses and other programs.

- Volunteer Coordinator
  o Oversees the recruiting and training of volunteers for the following liturgical positions: Sacristan, Extraordinary Minister, Reader, Usher, Greeter, and Altar Server.
  o Schedules volunteers for the above positions, and, if necessary, fills these positions as needed when volunteers are not available.
  o Works with the Safe Environment Coordinator to ensure all volunteers, required by the Archdiocese, are current in their Safe Environment status.

- Liturgy Coordinator
  o Opens and prepares the Church for Saturday afternoon Penance Services.
  o Present for Saturday vigil Mass, Sunday morning Masses, and Holy Days of Obligations to make sure the liturgies run smoothly, and volunteer positions are filled.
  o Either present, or properly trained sacristans are present, to prepare and oversee the liturgical requirements of all funeral Masses, Weddings, and special liturgical events.

- Prayer and Worship Commission
  o Participates in the prayer and worship commission and making suggestions to the Pastoral Council.
  o Implements the recommendations of the Pastor as regards to liturgy.

- Liturgical Resources
  o Maintain the supplies of liturgical resources, including wine, bread, ORDOS, Lector workbooks, lectionaries, missalettes, linens, and vestments. Coordinates the replacement of such items with the Business Manager.
  o Maintain all liturgical vessels and items as necessary.
  o Maintain oil-candles, replenishing oil and changing wicks as necessary.
  o Maintain Sacristy and Sacristan office area.

- Weekday Office
  o Schedules priests for all liturgical events, maintains a weekly schedule of all liturgical events at least a month in advance, and attends a weekly meeting to review the schedule with the pastor.
and parochial vicar. This includes contacting priests, outside of the parish, to fill in open slots as necessary.

- Attends the weekly Sunday Liturgy meeting to review the upcoming weekend. Finalizes and prints the final script, including writing up the announcements.
- Prepares the presider’s book for the weekly English and Spanish masses, Holy Days of Obligation, funerals, weddings, and for other liturgies as needed.
- Submits and updates liturgical service information to bulletin, website and social media departments.
- Attend Archdiocesan workshops, meetings, retreats, as proposed by the Office of Worship and Pastor of St. Pius X Catholic Church.

- Non-Essential Job Duties
  - Monitor pamphlets, brochures, and publications in the church and chapel to replace as recommended and disposed of at necessary times.
  - Communicate with other parish staff, such as Business Manager, Music Director, Faith Formation, etc., regarding any liturgical needs and/or requirements.
  - Communicates with Maintenance and Housekeeping any issues in the Church that require their attention.

**Required Knowledge, Skills and Abilities:**

- 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 with the ability to work well with a wide variety of personalities and collaboratively as part of a team.
- Must be a self-starter, organized, and able to perform multiple tasks simultaneously.
- Ability to maintain confidentiality.
- Ability to recruit, train, and work with volunteers.
- Proficient in computer technology to include Microsoft Office (Word, Excel, Power Point, Outlook)
- Professional, courteous, clean and neat personal appearance.
- Must pass and maintain Safe Environment status. This includes passing a background and criminal history check.

**Minimum Qualifications:**

- Well versed in the liturgy of Roman Catholic Church.
- Familiarity with the General Instruction of the Roman Missal (GIRM), Lectionary, and Church norms.
**Physical Demands:** While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

**Job Condition:** This position works in an event environment, with some work in a typical office environment. It is subject to stress due to the evolving and quickly changing needs of the liturgy, tight deadlines, and unforeseen situations. Ability to work weekends, holidays, and some evenings and/or workdays.

Please send resume and cover letter to Michelle Schleh at mschleh@stpius.org to apply.