

PARISH JOB DESCRIPTION

POSITION NAME: Liturgy Coordinator	PARISH: St. Joseph/St. Francis Xavier
REPORTS TO: Pastor & Bus. Admin	EFFECTIVE DATE:
CLASSIFICATION: Exempt	APPROVED:

GENERAL STATEMENT OF DUTIES: To provide effective planning, coordination and execution of the liturgical celebrations of the parish. Coordinates and directs the parish music program, planning music in collaboration with the Pastor.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Collaborates with the Pastor in implementing the mission of the parish. Participates in the comprehensive planning, implementation and evaluation of the parish’s programs, goals, and objectives with specific focus on liturgy.
2. Coordinates the parish worship programs by developing and organizing plans which respond to the parish’s worship and prayer needs. Oversees the provision of quality liturgical season celebrations and sacramental services as well as the planning, development, implementation and evaluation of both the Eucharistic and sacramental celebrations of the parish.
3. Coordinates liturgical celebrations, specific liturgies or para-liturgies scheduled throughout the year by collaborating with the Pastor and other ministers to prepare liturgical events. Encourages participation of parish community in various liturgies.
4. Coordinates the work of the liturgy teams and committees, as well as the work of the various liturgical ministers, including presiders, lectors, Eucharistic ministers, servers, altar servers, musicians, sacristans, artists, ushers, etc.
5. Recruits, screens, trains and supports these ministers by providing training twice a year.
6. Recruits individuals for Altar Serving, and organizes training dates and times (twice a year) that would encourage participation of children, and adults.
7. Recruits and oversees Liturgical committees that supports the vision of the Pastor, and follows the guidelines of the Archdiocese.
8. Schedules practices for choir and musicians.
9. Responsible for providing monthly schedules for Eucharistic Ministers, Lectors, Sacristans and Altar Servers for all Masses.
10. Assures that adequate materials for worship are available. Oversees the purchase and supply of sacred vessels, vestments, and other liturgical supplies. Meets with music coordinators to review & maintains

musical instruments and supplies. Coordinates with Music Coordinators that assures the worship environment is prepared for use, including the maintenance of an effective sound system.

11. Serves as a local parish resource to the Pastor, Youth Ministry, Religious Education Coordinator, RCIA, Hispanic Ministry, Marriage Prep team, etc. in providing assistance or consultation for their worship needs and responsibilities.
12. Assist the Pastor for planning sacramental liturgies, e.g., weddings, funerals, baptisms.
13. Assist the Business Administrator with the Liturgy & Music budget. When budget is approved, assures the monthly monitoring of expenses and revenue; authorizes all expenditures for that budget.
14. Maintains a current level of knowledge and skills required to function effectively by reading appropriate materials and attending workshops and conventions. Participates in local, regional and national professional liturgical organizations as approved and as appropriate.
15. Understands that their position is an agent of the Pastor, and as such it is their responsibility to assist in providing a Christian environment for all parishioners, staff and local community that enables building up of the Body of Christ. Especially not participating in gossip.
16. Understands the importance as a staff member that it is imperative that they work as a cohesive member of the staff team.
17. Maintains a strict level of confidentiality on all matters relating to the Parish.
18. Performs other work-related duties as requested.

JOB SCOPE: Position encounters frequent new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Improper individual actions could result in delays and errors in liturgical celebrations and performances.

COMMUNICATION/CLIENT CONTACT: Contacts are usually made with others both inside and outside the parish. Contacts are usually made at own initiative, or at supervisor's request, and may contain confidential/sensitive matters, in such situations confidentiality is essential.

SPECIFIC JOB SKILLS: Proven skills in the areas of liturgy, and coordination. Ability to successfully manage and train staff, volunteers and programs. Must be able to prioritize workload to meet program requirements. Ability to work both independently and as a member of a pastoral team. Must be flexible, creative and responsible.

EDUCATION AND/OR EXPERIENCE: Bachelor's Degree or equivalent in liturgy.. Active member of a Roman Catholic parish faith community. Possess a thorough understanding of the liturgical and pastoral judgments that must be made.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the arms/hands/wrists. Lifts and moves items up to 30 pounds.

JOB CONDITION: Work is performed in a church or office setting, under continual, tight deadlines. Employee will be required to attend scheduled evening and weekend meetings. This position requires flexible work scheduling to properly administer the program.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES: N/A

Employee Signature

Supervisor Signature