

## **Liturgy Coordinator – Saint William Catholic Church**

Saint William is the largest Catholic Church in the Austin diocese with over 7,000 registered families, a multi-million dollar budget, 50+ part time and full time staff on 30 acres of property. We are a vibrant, growing parish seeking staff who are strong servant leaders with the ability to work creatively in a fast paced environment.

Under the supervision of the priest director of liturgy, this position facilitates the worship life of the parish community by coordinating and providing quality liturgical experiences that celebrate and strengthen the membership's journey of faith.

### **Essential Job Duties:**

1. All duties as assigned by the pastor and/or his delegates.
2. The liturgy coordinator and any volunteers directly supervised by them must exhibit the capacity to work well with the overall staff of Saint William.
3. Coordinates the parish worship program, including, but not limited to the planning of rehearsals, liturgical sessions, sacramental celebrations, funerals, and the liturgical calendar in collaboration with the priest appointed as the Director of Liturgy and with the Director of Music Ministry.
4. Communicate with the scheduler of Saint William on booking times and spaces for all decorating and rehearsals for Christmas, Holy Week, and Holy Days of obligation.
5. Provide leadership and assistance to the Parish Worship Committee and coordinates the work of the liturgy teams and committee and its various meetings.
6. Coordinates and schedules all persons involved in liturgical ministries.
7. Prepares and manages the worship budget in consultation with the finance department.
8. Provides a periodic evaluation of the quality of the worship celebrations and liturgical ministries (Altar Servers, Sacristans, Lectors, and Extraordinary Ministers of Holy Communion).
9. Oversees aesthetic decor and cleanliness of the worship space, the provision of sacred vessels and vestments, the assurance of an effective sound system, purchase of missalettes, homily helps, and other resources.
10. Collaborates with other parish staff members to provide assistance or consultation for their worship responsibilities.
11. Recruits persons for various liturgical roles, involve new members, parishioners of all ages and diverse parish subgroups.
12. Coordinate with homebound and nursing home volunteers.
13. Attend meetings/seminars to stay current in job practices.

### **Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed namely:

1. Knowledge of theological views of the Catholic Church.
2. Knowledge of current best practices of leadership principles.
3. Skill in using computers and related software applications.
4. Ability to establish and maintain effective working relationships with Saint William staff, executive management, peers, ministries, outside agencies, vendors, community groups, the general public, and media representatives.
5. Ability to work with and coordinate between multiple ministries and different ministry structures to meet agreed goals and objectives.
6. Ability to communicate effectively both verbally and in writing.
7. Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services to the Church.
8. Ability to work with frequent interruptions.
9. Ability to work with and lead a highly diverse membership base.
10. Ability to prepare and conduct public presentations.
11. Ability to learn and communicate Parish functions and timetables.
12. Ability to work days, evenings, weekends, and holidays.
13. Ability to lift 20 lbs.

**Minimum Qualifications:**

Education and Trainings:

Degree from an accredited college or university with major course work in a field related to Theology. Preference to a degree in Sacred Liturgy.

**Experience:**

1 year or more experience as parish liturgist or assistant liturgist.

**Language:**

Bilingual in Spanish (preferred)

**Catholic Requirement:**

- Knowledge of USCCB's letter on Stewardship: A Disciple's Response.
- Knowledge of Vatican II document Sacrosanctum Concilium, on the Liturgy
- Knowledge of the General Instruction of the Roman Missal (GIRM)

**Licenses/Certifications:**

- Must be certified in Diocese of Austin EIM within 60 days of employment and maintain certification throughout the employment period.

**Please submit cover letter and resume to Dcn. Victor Lara [vlara@st-william.org](mailto:vlara@st-william.org).**