

Liturgy Coordinator
Saint William Catholic Church
Round Rock, Texas

Classification: Full--Time, Exempt

Catholic Required: Yes

Reports to: Pastor & Chief of Staff

Ministerial Character

The Pastor is the visible principle and foundation of unity in the parish of St. William Catholic Church which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. To fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at Saint William Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Saint William is a vibrant, growing parish seeking a full time Liturgy Coordinator who is a strong servant leader with the ability to work creatively in a fast-paced environment. The Liturgy Coordinator will use this position to strengthen and uphold the Pastor's vision and become an effective member of the Saint William staff.

Job Summary:

Under the direction of the Pastor director of liturgy and the supervision of the Chief of Staff, 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.

Direct Collaboration:

Operations Team

Director of Music

Volunteer Coordinator

Essential Job Duties:

- All duties as assigned by the pastor and/or his delegates.
- The liturgy coordinator and any volunteers directly supervised by them must exhibit the capacity to work well with the overall staff of Saint William.
- Coordinates the parish worship program, including, but not limited to the planning of rehearsals, liturgical sessions, sacramental celebrations, funerals, quinceañeras and the liturgical calendar in collaboration with the priest appointed as the Director of Liturgy and with the Director of Music Ministry.

- 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 and special occasions (i.e. Blue Mass, OLG,...).
- Provide leadership and assistance to the liturgy team and coordinates liturgical meetings and assignments.
- Coordinates and schedules all persons involved in liturgical ministries.
- Prepares and manages the worship budget in consultation with the finance department.
- Provides a periodic evaluation of the quality of the worship celebrations and liturgical ministries (Altar Servers, Sacristans, Lectors, and Extraordinary Ministers of Holy Communion).
- 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 liturgical books, homily helps and other resources.
- Collaborates with other parish staff members to provide assistance or consultation for their worship responsibilities.
- Recruits and trains persons for various liturgical roles, involve new members, parishioners of all ages and diverse parish subgroups.
- Coordinate with homebound, hospital volunteers and nursing home volunteers.
- Attend meetings/seminars to stay current in job practices.
- All other duties, as assigned.
- Daily 30-minute prayer time.

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:

- Knowledge of theological views of the Catholic Church.
- Knowledge of current best practices of leadership principles.
- Skill in using computers and related software applications.
- 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.
- Ability to work with and coordinate between multiple ministries and different ministry structures to meet agreed goals and objectives.
- Ability to communicate effectively both verbally and in writing.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services to the Church.
- Ability to work with frequent interruptions.
- Ability to work with and lead a highly diverse membership base.
- Ability to prepare and conduct trainings for liturgy volunteers.
- Ability to learn and communicate Parish functions and timetables.
- Ability to work, days, evenings, weekends, and holidays.
- 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.