

Saint Clare Parish Job Description

POSITION: Coordinator of Liturgy

CATEGORY: Non-Exempt RANGE 35 hours a week

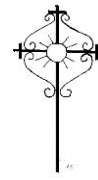
REPORTS TO: Pastor and Parish Director

JOB SUMMARY: Under the supervision of the Pastor or his delegate, to develop, coordinate and implement a total parish program of worship. Under the supervision of the Parish Director, to fulfill requirements for budgeting, records, ministry supervision and other administrative needs for this area. As liturgy is central to parish activity, the Coordinator of Liturgy needs to fully collaborate with others areas of parish administration and ministry to best meet the goals of the parish:

ESSENTIAL FUNCTIONS:

Liturgical

- Ensures the parish worship conforms to the liturgical norms and laws of the Church.
- Coordinate and supervise the formation and training of all parish liturgical ministers on a semi-annual basis.
- Oversee the scheduling of all parish liturgical ministers to ensure an adequate number needed for each service and to avoid conflicts with the various schedules (*Parishsoft*).
- Oversee preparation for all sacramental rites (*i.e. Baptism, First Reconciliation, First^t Eucharist, Confirmation, Marriage and funerals*).
- Oversees the parish Funeral coordinators, Wedding coordinators and Baptism coordinators.
- Collaborate with parish staff, clergy and parish director in planning of liturgies and worship plans, issue parish schedules and calendars.
- Provide scripts for all major liturgical events for clergy and liturgical ministers.
- Coordinates and facilitates rehearsals with all the liturgical ministers for the major celebrations throughout the year.
- Coordinates all volunteer choir leaders and teams for all masses.
- Provides leadership and assistance to the Parish Liturgy Committee and coordinates the work of the liturgy teams and committee and its various meetings.
- Serves as a member of the RCIA Team, assisting with the catechesis of the team, participants and the celebration of the Rites.
- Coordinate the monthly Filipino & Spanish liturgy, which includes working with Pastor or his delegate to coordinate a priest to preside, and work with Filipino & Spanish Liturgy committee to plan liturgy.
- Prepares special prayers/blessings for both secular and ecclesial celebrations (*i.e. January 1, Mother's Day, Father's Day, etc...*).



Administrative

- Coordinate and help plan parish activities related to liturgical seasons and events.
- Cultivate volunteer ministers for leadership and full participation in the liturgies.
- Maintain current records on all liturgical ministers including training and required screening.
- Provides for periodic evaluation of the quality of the worship celebrations and liturgical ministries.
- Review and publish schedules for liturgical ministries.
- Prepare and monitor an annual budget in consultation with the parish team.
- Develop parish program of ongoing liturgical formation and education.
- Maintain library of current liturgical resources.

MINIMUM QUALIFICATIONS

Education:

Master's degree in Sacramental Theology, Scripture, Pastoral Studies, Music or a related field and certification in Liturgical Studies or certification in a diocesan liturgical formation and certification program for directors of music ministry.

Experience:

Four years of administrative experience in pastoral/parish ministry.

Ability to:

Provide leadership in a collaborative model; communicate effectively in oral and written forms; plan, organize and delegate; interact effectively with a diverse group of people, including various ethnic, cultural and socioeconomic groups; follow through with assigned task; motivate people.

Skills:

Active listening skills; organizational skills; interpersonal and relational skills; management and leadership skills.