

JOB DESCRIPTION

PARISH: St. Maria Goretti, Elk Grove	POSITION STATUS: P/T
POSITION: Liturgy Coordinator	CATEGORY: Non-Exempt

SUPERVISOR: Pastor

JOB SUMMARY: Assist the Pastor to foster the full, conscious, and active participation of parishioners and visitors in the liturgical life of the parish.

MAJOR RESPONSIBILITIES:

- Meets regularly with Pastor for coordination and administration of the liturgies and liturgical ministries.
 - Facilitates the worship life of the parish community by coordinating and providing quality liturgical experiences which celebrate and strengthen the journey of faith.
- Invites, motivates and assists in the formation and training of all liturgical ministers.
 - Coordinate and communicate with all liturgical ministers (volunteers), and oversight of scheduling ministry using Ministry Scheduler Pro to facilitate full and effective communication for liturgies.
 - Oversee or coordinate volunteers to program computer, camera, and screens for church each Sunday and Holy Days.
- Assist in updating the Liturgical Calendar providing information to facilities manager of parish liturgical events and celebrations.
- Coordinates with presider and families in the preparation of materials, rituals for Mass and Sacramental Celebrations:
 - Weddings
 - Funerals
 - Quinceanera
- Collaborates with Faith Formation Coordinator for Rites, Easter Vigil, Confirmation, First Holy Communions.
- Assist Youth Director and Liturgical Groups with preparations and celebrations as needed: Simbang Gabi, Family Masses, Youth Masses, and various blessings.

MINOR RESPONSIBILITIES:

- Prepares agenda for and facilitates Liturgy Committee Meetings.
- Perform administrative tasks such as filing, preparing weekly pulpit announcements, liturgy guides as requested, formation and retreat materials, phone calls, updating and printing Sacramental Liturgy booklets and forms.
- Drafts content for inserts into Parish bulletin, website, and other media, with oversight by Pastor and Secretary; coordinating weekly media (bulletin, website, social media, prayers of the faithful, etc.) updates, as well as for liturgical seasons, holy days, and special events.
- Cooperates with the recruiting needed liturgical ministers and organizes Ministry Fair.
- Promote good public relations both within and beyond the parish.
- Other duties as assigned.

QUALIFICATIONS:

- Effective functioning of this ministry requires that this a person of prayer, is sensitive to the cultural experience of parishioners, and understands their spirituality and worship life.
- Ability to communicate effectively with people of varying ages and backgrounds
- Ability to maintain confidentiality
- Ability to prioritize and be flexible
- Willingness to participate in parish events as requested by the Pastor

Education: Bachelor’s Degree preferred or equivalent experience

Experience: 2- 4 yrs. experience in parish ministry, liturgical ministry preferred.

SKILLS/KNOWLEDGE:

Must be a practicing Catholic with knowledge and understanding of the Catholic Church in general. Familiarity with or ability to learn computer programs for projection screens, Microsoft Office, Ministry Scheduler Pro, basic webpage layout and information. Ability to instruct, provide formation for, and counsel volunteer ministers, individually or in small or large groups, in all areas of their liturgical ministry. Ability to handle emotional situations and people for funeral and weddings. Working in a fast-paced environment with priorities and plans that may change rapidly. Working on weekends, evenings and some holidays may be required. Will be exposed to religious ceremonies, conduct, and speech including Catholic Christian prayer and liturgical celebrations.

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE