

# Diocese of Sacramento

## JOB DESCRIPTION

**PARISH:** SS. Peter & Paul Parish  
**POSITION:** Coordinator of Liturgy  
**CLASSIFICATION:** Non - Exempt  
**SCHEDULE:** 20 Hrs. - 12 months of the calendar year.  
**RATE:** \$21.60-\$31.25 per hour

### Coordinator of Liturgy

**ESSENTIAL FUNCTIONS:** The Coordinator for Liturgy oversees the development and implementation of the parish program of worship.

#### RESPONSIBILITIES:

##### *Administrative*

Duties of the Coordinator for Liturgy include:

- Attendance at weekend masses (on a rotational basis) and feasts and celebrations of the Church.
- Leadership of the liturgy committee to include guidance, follow-through, advice, education and evaluation.
- Provision of ongoing formation for those involved in the Liturgical Ministries of welcome, usher, lector, minister of communion, environment, and altar servers.
- Provide support and guidance to all Liturgical Ministries; welcome, usher, lector, minister of communion, environment, altar servers, Ministry to sick & homebound, church cleaning, church linens, first Friday ministry, daily Mass coordination and scheduling ministers and general intercessions.
- Maintain supply inventory of all supplies needed for liturgies and liturgical ministers.
- Maintain ministry records and produce ministry schedules.
- Maintain order of vessels, ritual texts and the sacristy.
- Maintain weekly communication with all liturgical ministry leads (Ushers, Musicians, Mass Coordinators)
- Produce timely communication to those involved (or need to know basis) related to Baptisms, outside speakers/priests, added/scheduled rituals, special collections.
- When a guest priest is utilized, ensure sufficient communication is given to priest and Mass Coordinators related to specifics to our Church facility (microphone, tabernacle, welcome statement, book of the gospels, etc.)
- Point of contact for projection and livestream coordination.
- Produce ministry schedules and maintain data for scheduling tool (MSP)
- Request facility needs on a fiscal year basis and "as needed"

##### *Pastoral*

The pastoral skills include the ability to:

- Interact with parishioners, pastor, staff, musicians, and the liturgy committee in a mature and positive manner.
- Engage and empower the parish toward greater participation in the celebration of faith at worship.
- Engage the parish in an on-going education process regarding liturgical celebration.

- Make cultural, physical, and ethnic adaptations appropriate to the people of the parish.
- Assist in the development of sacramental guidelines for the needs of the parish.
- Provide input into the liturgical component of the faith formation, adult faith formation, and outreach programs of the parish.
- Provide support for liturgical celebrations of Infant Baptism, First Communion, and Confirmation.
- Be a spokesperson for the arts and the artistic needs of the parish.

### *Liturgical*

The liturgical background and expectations include:

- Knowledge of Catholic liturgical documents.
- Good sense of liturgy in the spirit of Vatican II.
- A theology degree is not required, but some form of liturgical training and experience is valuable.
- Desire for continuing education in liturgy expressed by subscription to liturgical periodicals, as well as annual attendance at workshops and conferences on liturgy.
- Produce Welcome Statements and pre-Mass material for slide production.

### *Organizational*

The Coordinator for Liturgy must be able to organize or see to the organization of:

- Coordination and scheduling of liturgy committee and team meetings.
- Long- and short-range planning.
- Coordination of liturgical ministries.
- Preparation of an annual budget.
- Work closely with clergy and Coordinator of Music.
- Other duties as assigned by Pastor.

### *Employee Relations*

Participates in parish staff meetings and/or staff retreats.

### **MINIMUM QUALIFICATIONS:**

**Education:** High school diploma and two years of higher education.

1. Formation in the areas of Sacramental Theology, Scripture, Liturgical Studies, or a related field and certification in Liturgical Studies or certification in a diocesan liturgical formation.

**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 tasks; motivate people.

**Skills:** Active listening skills; organizational skills; interpersonal and relational skills; management and leadership skills; artistic skills as duties may require. Proficiency in computer software (Word, Excel, Publisher, PowerPoint). Other applications to be learned include MSP (Ministry Scheduler Pro) & PDS (Parish Data System).

**Knowledge:** The Church's mission in the Diocese of Sacramento; fundamental theology, sacramental theology, Scripture, Catholic liturgy, and liturgy preparation, and principles of catechesis.

**HOURS/WORKING CONDITIONS:**

20 hours per week, may require more during Lent/Easter/Christmas.  
The position may entail evening or weekend work.

**Benefits:** Paid vacation and holiday time, sick pay, bereavement time, medical, dental, vision, retirement benefits.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

