

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	
POSITION:	LITURGY COORDINATOR
STATUS:	
SCHEDULE:	

REPORTS TO:

JOB SUMMARY: Under the supervision of the pastor or his delegate, to develop, coordinate, and implement a total parish program of worship.

Essential Functions:

- Ensures the parish worship conforms to the liturgical norms and laws of the Church;
- Coordinate the implementation of the recommendations of the parish worship committee;
- Serve as the parish contact person for the diocesan liturgical commission; coordinate and supervise the formation, training, and scheduling of all parish liturgical ministers (sacristans, servers, musicians, ushers, lectors, special ministers of the Eucharist, artists, etc.);
- Maintain current records on all liturgical ministers;
- Collaborate with the parish team (pastor, parish, parish director of music ministry, and parish finance council, if applicable) in the hiring of liturgical personnel;
- Prepare an annual budget in consultation with the parish team;
- Supervise the formation and implementation of parish policies and guidelines on worship;
- Provide preparation for sacramental rites; serve as leader of prayer when appropriate;
- 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 tasks; motivate people; direct or perform musically as duties may require.

Skills: Active listening skills; organizational skills; interpersonal and relational skills; management and leadership skills; musical and artistic skills as duties may require.

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

Employee's Signature

Date

Supervisor's Signature

Date