

Coordinator of Liturgy and Pastoral Care

"I look to you in the sanctuary to see your power and glory. For your love is better than life; my lips shall ever praise you!" (Ps 63:3–4).

IDENTIFYING INFORMATION

Status: 40hrs exempt / nights and weekend availability

Reports to: Director of Evangelization

PRIMARY FUNCTION OF THIS POSITION

Professional who coordinates and supports the worship life of the community involving parishioners in the overall work of providing a quality weekend experience revolving around the Eucharist. In addition, provides pastoral care to parishioners. At the heart of this position is relational ministry, especially with our volunteer teams, which drives a culture of hospitality.

Leadership

- Responsible for all liturgical aspects of the parish in collaboration with the pastor
- Supervise and support the parish's visitation minister, wedding coordinator, marriage preparation team, and quinceañera team

Essential duties

- Liturgical coordination
 - Develop and improve the processes that affect the experience of parishioners and visitors on the weekends, at funerals and weddings, and other liturgical celebrations
 - Work collaboratively with the clergy, Coordinator of Pastoral Music, and other parish staff and groups to ensure seamless liturgy
 - Oversee liturgical and hospitality ministers, including recruitment, training, and quarterly scheduling of ministers. Communicate regularly with ministers. Recruit volunteer leaders who can assist in coordination of related ministries.
 - Work closely with the pastor to ensure that all diocesan requirements (i.e., training guidelines, mandates, etc.) are fulfilled for lay ministers
 - Ensure that the liturgical environment is properly prepared (flowers, vestments, candles, supplies, etc.) and are appropriate to the liturgical calendar and season. Work collaboratively with the parish's Art and Environment committee and with sacristans.
 - Oversee care of linens, altar cloths, and vestments
 - Prepare for weekend Masses and Holy Days of Obligations, including general intercessory prayers, special blessings, etc.
 - Prepare presider's notes, liturgy scripts, and worship aids when needed (i.e., Rites for Adult Initiation, Holy Week, etc.).
 - Collaborate with the pastor and OCIA coordinator to schedule rites related to Order of Christian Initiation.
 - Oversee other aspects around liturgy such as the annual Mass Intention calendar, special blessings (i.e. 3 year-old blessing, anniversary blessing), and prayer resources such as candle and missal sales.

- Contact and schedule visiting celebrants as needed.
- Coordinate annual All Souls' Day commemoration.
- Supervise and support Eucharistic Adoration and other parish devotions and prayer experiences as assigned by the pastor.
- Collaborate with the pastor for the annual Novena to Our Lady of Guadalupe and Via Crucis to offer support to the planning process and prayer experiences.
- Supports other aspects of worship as assigned.
- Funeral Ministry
 - Collaborate with the pastor to oversee scheduling and funeral planning, utilizing volunteers as much as possible to ensure funerals are well supported
 - Train volunteers to assist with all aspects of funerals
 - Offer bereavement support to families
- Pastoral Care - Collaborate with visitation minister to develop the vision and direction of visitation ministry
- Weddings & Quinceañera Celebration and Preparation
 - Collaborate with formation staff and current sponsor couples to develop the vision and coordination of the preparation process and continue to recruit and train volunteers.
 - Supervise and support the wedding coordinator and quinceañera coordinator.

ADMINISTRATION AND BUDGET MANAGEMENT

- Identify problems and manage conflicts.
- Plan, organize, and manage time according to priorities and responsibilities.
- Draft budget and monitor the use of funds.
- Provide strategic direction to the above ministries.

QUALIFICATIONS

An ideal candidate will be one who thrives in a team environment and understands and appreciates the unique spiritual needs of the Spanish-speaking and English-speaking communities, as well as the qualifications listed below.

Qualifications include:

- Active Catholic who is a passionate disciple of Jesus Christ with a love for the liturgy of the Roman Catholic Church
- Degree in, or evidence of serious study or equivalent experience in, Catholic Liturgy
- A spirit of service in a team environment
- A love of working with diverse people
- Ability to communicate effectively
- Proficiency in Spanish and English is highly desirable but not required
- Ability to multitask
- Excellent computer skills

If you are interested in learning more about this position or would like to send a resume and cover letter, please contact Ricardo Valdez, Director of Evangelization, at employment@stfrancisholland.org.