



St. Mary Immaculate Parish

Job Description

Position: Liturgical Coordinator

Work Status:

Full-Time, Exempt

Work Schedule:

Monday from 8:00 a.m. until 3:00 p.m.

Thursday from 8:00 a.m. until 3:00 p.m.

Friday from 8:00 a.m. until Noon

Saturday* from 10:00 a.m. until 5:00 p.m.

Sunday* from 7:00 a.m. until 2:00 p.m.

*Weekend hours will be determined in coordination with the Pastor/Parochial Vicar. In general, hours can vary depending on the liturgical calendar and scheduled Masses.

Reports to: Pastor or Parochial Vicar

Job Purpose: The Liturgical Coordinator will assist the Parish Pastor to coordinate and oversee all aspects of Liturgical Ministries, including scheduling Liturgical Ministers for Masses, managing liturgical supply inventory, maintaining the seasonal environment of the church, coordinating homebound communion volunteers and maintaining church sound and sound accessories

I. Duties & Responsibilities:

- Working with the Parish Pastor and other parish priests to plan and prepare for the celebration of major liturgical seasons (Advent, Christmas, Lent, Holy Week, Easter, etc.)
- Assist the Parish Pastor in maintaining order and organization in the shared church spaces such as the narthex and sacristies.
- Overseeing the scheduling of volunteer Mass Coordinators, Extraordinary Ministers of Holy Communion, Lectors, Altar Servers, Sacristans, Ushers, Greeters, Art & Environment, Adoration, and Temple Tenders (weekly church cleaning volunteer group)
- Coordinating among the leaders for the above liturgical ministries to ensure trainings are scheduled
- Organizing and making available a weekly Mass binder with Universal Prayers, Announcements, and Orders of Service for Baptisms, blessings, etc.
- Collaborating with the Adult Formation Director and OCIA Committee in implementing liturgical rituals for the Order of Christian Initiation for Adults, as well as the R.E. Director, Confirmation Director and school principal or designate to plan sacramental and weekly liturgies



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- Working in coordination with the Director of Music and Music Office Staff
- Planning and directing decorations and linens for daily weekend, Holy Day and Seasonal liturgical
- Coordination and facilitation of semi-annual confessional services
- Coordinate with staff and volunteers for successful celebrations of baptisms, funerals and weddings
- Maintain inventory of liturgical supplies for Mass, Adoration, and all sacramental events
- Coordinate the schedule for a volunteer group of weekly homebound and nursing home visits with oversight on the preparation of pyxes.
- Acting as liaison with church sound company to help ensure that equipment is performing correctly, and troubleshooting as needed

II. Other Duties:

- Perform any other tasks as deemed necessary or assigned by the Pastor or Parochial Vicar; including being a staff liaison at major parish events and holiday Masses

III. Education/Qualifications:

- The Liturgy Coordinator must be a practicing Catholic (habitually fulfilling the five precepts of the Church) and living in full sacramental communion with the Church
- High School Diploma or equivalent required
- Experience in close involvement with the various celebrations throughout the liturgical year is preferred, and a willingness to learn and follow the Catholic Church's liturgical rubrics is required
- This person must exhibit skills in interpersonal communication, collaborative ministry and public speaking
- Must have proficiency in Microsoft Office and general email, keyboard skills
- Must be task oriented and well organized
- Must exhibit skills in advanced planning and project completion to ensure adequate preparation for future liturgies and seasons
- Must support the mission, philosophy, objectives and policies of St. Mary Immaculate Parish, the Catholic Church and the Diocese of Joliet