

Sts. Peter and Paul Catholic Church

Job Postings ~ July 16, 2025

To apply for any of the positions below, please send your cover letter and resume to Brenda Chaudoin at bchaudoin@stspchurch.org

Liturgy Coordinator

(Part Time: 15-18hrs/week)

The Liturgy Coordinator assists the Pastor to plan and prepare for liturgical seasons, Sundays, holy days, sacrament celebrations and special liturgies (anointing of the sick and penance services).

Key responsibilities include:

- Recruitment, training and scheduling of lay ministers
- Oversight of sacristy supplies and general church décor
- Preparing universal prayers, commentator scripts and worship aides
- Teach Baptismal prep sessions
- Maintenance of sacramental records

General requirements:

- Practicing Catholic who understands and supports Catholic Church teaching, mission and values
 - Knowledge of Church's official liturgical books and rites used for sacraments
 - Knowledge of sacramental record keeping
 - Proficient knowledge of Microsoft Office products and general scheduling software
-

Communications Specialist

(PT Time: 15-18hrs/week)

The Communications Specialist is primarily responsible for the coordination and publication of print and digital communications for the parish.

Key responsibilities include:

- Prepare and produce weekly parish bulletin
- Parish website and social media maintenance

General requirements:

- Practicing Catholic who understands and supports Catholic Church teaching, mission and values
- Proficient knowledge of Microsoft Office products, CANVA, and use of various social media platforms

Youth Minister

(PT Time: 8-10hrs/month)

The Youth Minister is primarily responsible for the coordinating of activities for the youth of our parish to live as disciples of Christ. The Youth Minister helps to foster personal and spiritual growth in the youth by providing opportunities for fellowship and service.

Key responsibilities include:

- Coordinate monthly youth activities and support diocesan youth activities
- Lead youth service projects

General requirements:

- Practicing Catholic who understands and supports Catholic Church teaching, mission and values
 - Be at least 21 years old
-