

Church of the Presentation

Liturgy Coordinator

- Supervisor:** The position is supervised by the Pastor for liturgical issues and by the Co-Administrator for non-liturgical issues.
- Description:** The Liturgy Coordinator is an integral part of the Ministry Team with professional preparation for, and sensitivity to, liturgical celebrations, programs and activities for the Parish. This ministry implements the liturgy program in collaboration with the appropriate groups or individuals in Presentation parish.
- Classification:** Full-time (37.5 hours per week). Non-exempt. Benefits eligible. The regular work week schedule for the position is Monday through Friday, with weekend and non-office hours as assigned. Salary ranges from \$24.00 to \$30.00 hourly.

Duties and Responsibilities:

- Collaborates with the pastor and other ministers, as needed, to plan and prepare Presentation's worship and other programs for Presentation's liturgical needs and celebrations, including but not limited to Masses, seasonal liturgies, sacramental services and school celebrations.
- In accordance with the policies, vision, and direction of the Pastor, coordinates, implements and administers the program for lectors, Eucharistic Ministers, servers, ushers, and other volunteers.
- Recruits, screens, trains, schedules, coordinates, supports, supervises, and provides continuous evaluation and feedback to liturgical volunteers, commending areas of excellence and recommending areas of improvement to all volunteers involved in the ministry.
- Oversees the administration and the record keeping function of the program.
- Works with the Music Director in insuring that appropriate music is provided for Mass and other liturgical celebrations, programs and activities.
- Assures that supplies and materials for worship are available. Oversees the purchase and inventory of all liturgical supplies.
- Oversees the aesthetics, decor, and cleanliness of the environment in the Church.
- Maintains a level of knowledge and skills required for this position and ministry by participating in local, regional and national meetings, workshops and conferences, as approved.
- Works with other ministers to bring about a fuller participation in all aspects of parish life.
- Serves as a resource to other ministers in providing assistance or consultation for their worship needs.
- Prepares, implements, monitors and approves expenses related to the Liturgy budget.
- Coordinates special functions with the Diocese and other Ministers, such as funerals, weddings, Holy Week Services, Christmas Masses, School activities, etc.
- Meets with the families in planning funerals.

- Collaborates and participates as a member of the Ministry Team in all aspects and activities, programs, meetings, retreats, workshops, as requested.
- Assumes other responsibilities as assigned by the Pastor or Co-Administrator.
- Adhere to parish safety policies to create and ensure a safe work environment.
- Other duties as assigned.

Physical Demands and Work Environment:

- Physical demands of this job include being regularly required to stand, walk, sit, use hands and fingers, handle or feel objects, tools, or controls, reach with hands and arms, balance, stoop, kneel, climb, crouch or crawl, talk and hear. The employee must occasionally lift supplies weighing up to 50 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Qualifications:

- Baptized member of a Catholic faith community, preferably Presentation.
- Practicing Catholic who fully adheres to and models the Church's teachings in faith and morals.
- Commitment to the Mission of the Parish.
- Experience or knowledge in the areas of theology, religious studies, or willingness to pursue workshops, classes or other training for the above.
- Excellent people skills with a heart for youth and their parents, colleagues, volunteers, and parishioners.
- Knowledge and experience in creating an aesthetic worship environment.
- Ability to collaborate with parish ministers and parishioners.
- Ability to plan, organize and implement parish liturgical events.
- Ability to recruit, train, lead, and inspire volunteers, fostering a spirit of cooperation, reverence, and willingness to recognize and honor diversity among those who assist in the liturgy.
- Ability to work flexible dates and hours: including Christmas and Easter seasons, weekends and evenings as per parish liturgical events and established meetings.
- Understanding the need for strict confidentiality and the ability to discern what is confidential.
- Demonstrates interpersonal and communication skills.
- Possesses ability to prioritize and organize work effectively and independently.
- Computer literate and proficient with the use of office technology and software applications, including but not limited to ParishSoft Office Suite, Microsoft Office Suite products (e.g., Outlook, Word, Excel, PowerPoint, etc.), and Google. Ability to learn new technology and software programs as needed.
- Capacity to perform tasks with minimal supervision.
- Demonstrated ability to recognize and honor diversity within the parish community.
- Must receive Safe Environment clearance by completion of Virtus online training, sexual harassment training, and receive an employee Livescan approval.
- Valid California driver's license.
- Bachelor's degree.