

Overview of Liturgy Coordinator's Responsibilities – July 2026
(First and foremost serve the Lord)

- I. Mass Prep
 - a. Fill holy water (fill and have priest bless if it is gone)
 - i. If any left before filling place in a pitcher first
 - b. Straighten up pews
 - c. Push up kneelers
 - d. Restock Hosts, wine, incense, lighter bricks, linens, candles, kleenex
 - e. Troubleshoot issues with candles
 - f. Fill candles in Church (3x a week) and Chapel (3x a week)
 - g. Vessels for Mass and liturgies
 - i. Wash, Polish
 - h. Bring out and put away processional candles & crucifix
 - i. Check that linens are picked up and returned
 - j. Check that altar server albs are clean
 - k. Hang Funerals notices at HFC
 - l. Put out any approved pamphlets or advertisement
 - i. If not approved by the Pastor **remove**
- II. Set up
 - a. Books for Liturgies & blessings
 - b. Bulletins on Friday – empty box and place on top of table
 - c. Adoration
- III. Preparation of paperwork for all Liturgies
 - a. Weekend
 - b. School Liturgical Schedule
 - c. Special (Holy Days, Senior Celebration, Memorial Mass, etc)
 - d. Penance Services
 - e. Adoration
 - f. First Communions & Confirmations (coordinate & meet with Faith Formation)
 - g. Our Lady of Fatima, Santo Nino, Simbang Gabi, Our Lady of Guadalupe
- IV. Administrative
 - a. Weekly duties
 - i. Send PowerPoints to Music Director
 - ii. Prepare weekend binders
 - 1. Announcements
 - 2. Prayers of faithful
 - iii. Intention Page for priests stand and altar
 - iv. Collection Bags
 - 1. Ask Office Manager to order as needed
 - 2. Print labels and place on the 1st and 2nd collection bags
 - 3. Use hole punch to make a hole in each
 - 4. Log on form in binder in Sacristy
 - 5. Put up for the weekend
 - v. Priests Chasubles & Stoles (dry clean) by Liturgy only

- b. Research for different projects, concerns or liturgies
 - i. Environment
 - ii. Special Liturgies
 - iii. Replacement Items
- c. Communication with Diocese
 - i. And Parish Office for Letter of Good standing
 - 1. Must be received and approved in order for a priest to partake in the Liturgies
 - ii. Liturgical Questions
 - iii. Event/Visitor coordination
- d. Prepare & Copy Guideline Booklets (2 languages)
 - i. Wedding – Eng & Sp.
 - ii. EM – Eng & Sp.
 - iii. Ushers – Eng & Sp.
 - iv. Lector – Eng & Sp.
 - v. Altar Server – Eng. & Sp.
 - vi. Funeral – Eng. & Sp.
 - vii. Brochures & Prayer booklets – Eng. & Sp.
 - viii. Our Lady of Fatima traveling statue – Eng. & Portuguese
- e. Archive
 - i. Items – old chasubles, books, etc
 - ii. Church records – retrieve and return as requested to archives
- f. Prepare & Update Binders & Forms
 - i. OCIA/OICA Rites
 - ii. Easter Vigil
 - iii. Weddings
 - iv. Penance Services (also invite priests)
 - v. Funerals
 - vi. Special Liturgies
 - vii. Minister, Event, etc....
- g. Calendar
 - i. Priest Schedule
 - 1. Adjust as needed especially for vacations
 - 2. Add priest name & details for weddings and funerals
 - 3. Upcoming Events requesting a priest
 - ii. Attend Communication Meeting Tuesday Afternoon to going over Event forms, Announcements, Speakers
 - iii. Coordinate Speakers & tables outside of Mass
- h. Address complaints or concerns by parishioners

- V. Oversee and/or Assist:
 - a. Cleaning for Jesus on Thursday Mornings (clean the church)
 - b. Cleaning of Adoration Chapel on Saturday Mornings
 - c. Albs & Precious Linens
 - d. Liturgy
 - e. Ministry Scheduler Pro – Minister Scheduling Program
 - f. Adoration Chapel
 - g. Altar Servers
 - h. Eucharistic Ministers
 - i. Lectors
 - j. Environment Team
 - k. OCIA & OCIC
- VI. Prepare, plan and organize all environment in Church and Holy Family Center
 - a. Order or shop for plants and flowers
 - b. Build and rebuild silk flower arrangements
 - c. Clean and hang fabric
 - d. Set up Advent wreaths
 - e. Set up and take down Holy Thursday, Good Friday, Easter and Christmas Crêches
 - i. Including pillars and risers
- VII. Stock & Order supplies
 - a. Hosts, Wine
 - b. Candles: Baptism, OCIA, Easter, Wax for candles, Adoration Chapel
 - c. Workbooks
 - d. Flower (Arrangements & plants Easter & Christmas)
 - e. Necessary Liturgical Books/items
 - f. Palms & Ashes
- VIII. Schedule & oversee trainings as well as formation
 - a. Extraordinary Ministers of Communion
 - b. Lectors
 - c. Ushers
 - d. Altar Servers
 - e. Special Liturgies rehearsals
- IX. Meetings/Gatherings
 - a. Weekly
 - i. Pastor – Friday or whichever day works for their schedule
 - ii. Staff Prayer Daily (As schedule allows, if you can attend you should be there)
 - 1. Monday – Adoration
 - 2. Tuesday – Staff Meeting
 - 3. Wednesday – Lectio Devina
 - 4. Thursday – Rosary
 - 5. Friday – Mass with School or 8am Mass
 - iii. Calendar, etc
 - b. As needed (Liturgy, Lectors, Ushers, OLF, Santo Nino, Simbang Gabi, OLG, Faith Formation, Music, Ministry of Caring, Diocese Wedding Prep, LOTW, Ministers, Maintenance, Holy Ghost Festa, Adoration Chapel, and Safety)
- X. Assist Priests

- a. For Special requirements or events
- b. Fill and replace oil in Oil stocks
- c. Practice Readings with those learning English
- d. Update them of changes to schedule, upcoming events or your absence.
- e. Re-Stock Mass kits as needed
- f. Assist in finding replacements in their absences if asked
- g. Brainstorming for Events
- h. Research blessings & rites to make sure up to date
- i. Answer Sacristy Door before Mass allowing priest to prepare for Mass
- XI. Assist ministers, employees or parishioners
 - a. Lend hand as needed
 - b. Direct them to the right person to speak to
 - c. Pray with them as needed
- XII. October Census count
 - a. Organize the sheets on clipboards with date and Mass time written in.
 - b. Notify Ministers of the Census to have them count during Mass
 - c. Collect sheets after the weekend and total the tallies for each category (men, women & child) per Mass
 - d. At the end of the month add the totals to the spreadsheet given by the Diocese
 - e. Send back to Diocese along with Pastor and Administrator
- XIII. Ministry Scheduler Pro for all 3 languages
 - a. Enter new perspective ministers
 - b. Remove non-active ministers
 - c. Update current ministers for them
 - d. Send email requesting unavailable days and times
 - e. Create a schedule frame for a certain amount of time
 - f. Check special dates within that time period
 - g. Check number of readings for the daily Masses
 - h. Enter Deacon's schedule (only Deacons not their wives)
 - i. Clear Historical Data
 - j. Clean unavailable list for ministers
 - k. Commence Scheduling for Weekend Masses
 - l. Commence Scheduling for Weekday Masses
 - m. Commence Scheduling for All but Yearly Masses
 - i. If the Masses are regular Masses like Christmas & Easter day you can fill those too
 - ii. If the Masses are for example Easter Vigil, Holy Thursday, etc. then the ministers need to sign up themselves
 - n. Create Live Schedule Posts
 - o. Send email to Ministers with their schedule thru MSP.
- XIV. OLF Statue
 - a. Copy book that is given at 9am Mass
 - b. Write name of family on the slip of paper for the priest
- XV. Any other items ask of me by the Pastor & Administrator