

PARISH LITURGY ADMINISTRATOR

Reports To: Pastor

Classification: Part-Time (24 hours per week)

Position Type: Administrative/Parish Staff

FLSA Classification: Non-exempt

Mission Alignment

As a member of the parish staff, the Parish Liturgy Administrator supports the mission of the parish through faithful service, professional conduct, collaboration, hospitality, and respect for the teachings, traditions, and liturgical practices of the Roman Catholic Church.

Position Summary

The Parish Liturgy Administrator provides administrative and organizational support for the parish's liturgical and sacramental life.

The position is responsible primarily for scheduling, communication, records, worship materials, purchasing, and coordination with clergy, parish staff, and volunteer ministry leaders.

The position does not serve as the parish's primary liturgical decisionmaker or as the on-site leader for every parish liturgy, but there may be limited occasions when the pastor assigns liturgical decision-making authority.

Essential Responsibilities

Liturgical Administration

- Maintain the parish liturgical calendar.
- Coordinate dates and times for liturgical celebrations.
- Maintain schedules for Masses, Holy Days, baptisms, weddings, funerals, and special celebrations.
- Coordinate scheduling information with clergy, staff, musicians, and ministry leaders.
- Arrange visiting clergy when requested by the Pastor.

Sacramental Administration

- Coordinate administrative details for baptisms, weddings, and funerals.

- Communicate with families and appropriate parish personnel.
- Maintain required planning materials and documentation.
- Coordinate information among clergy, families, funeral homes, musicians, and ministry leaders.

Volunteer Administration

- Maintain volunteer ministry contact information.
- Maintain scheduling information.
- Maintain applicable training and certification records.
- Assist ministry leaders with scheduling and communication.
- Assist with recruitment efforts when requested.

Worship Materials and Supplies

- Prepare or coordinate worship aids as directed.
- Prepare or obtain General Intercessions and other materials as assigned.
- Order liturgical books and sacramental supplies.
- Maintain supply inventories.
- Maintain subscriptions and licenses.
- Communicate supply needs to the Pastor or appropriate parish administrator.

Communication

- Communicate upcoming liturgical events to appropriate staff and volunteers.
- Maintain accurate calendars and planning information.
- Serve as an administrative liaison among parish departments and liturgical ministries.

Administrative Support

- Maintain appropriate files.
- Process invoices and purchasing documentation according to parish procedures.
- Attend parish staff meetings as requested.
- Maintain confidentiality.

- Perform other administrative duties assigned by the Pastor.

Work Schedule

The position is part-time. The schedule will be established by the Pastor based upon parish needs.

Occasional evening, weekend, Holy Day, or special-event attendance may be required.

Regular attendance at all weekend Masses is not an expectation of the position.

Qualifications

- Practicing Catholic in good standing preferred, consistent with parish and diocesan requirements.
- Familiarity with Roman Catholic parish life and liturgy.
- Strong organizational and communication skills.
- Ability to work independently and collaboratively.
- Ability to manage confidential information.
- Proficiency with various office software, Microsoft Office Suite, and liturgical ministry scheduling program (MSP)
- Ability to learn parish scheduling and database systems.
- Dependability and attention to detail.
- Other qualifications established by the parish or diocese.