

## LITURGY COORDINATOR/SACRISTAN

### **GENERAL DESCRIPTION:**

Responsible for facilitating the worship life of the parish community throughout the liturgical year by coordinating and providing quality experiences which celebrate and strengthen the community in its journey of faith, all in the spirit of Vatican II. Includes the administration needed for the: planning, training and scheduling of ministers, coordinating and execution of all liturgical celebrations in the parish. This includes weddings, funerals, and all liturgies. Also responsible for preparing, caring, and ordering of all liturgical articles and vestments. Full time position, requiring attendance at all weekend liturgies, holy day of obligation Masses, and other liturgies as needed.

### **JOB RESPONSIBILITIES:**

Member of Liturgy Team; attends Liturgy Team meetings and Staff meetings.

Fully acquainted and spiritually comfortable with liturgy celebrated in the spirit of Vatican II.

Administers, coordinates and schedules the liturgical ministers needed to smoothly carry out the parish liturgies (400+ liturgical ministers including: altar ministers, lectors, Eucharistic ministers, hospitality ministers, bread plate holders, Children's Liturgy of the Word Presiders, bread bakers, and linen launderers). This also includes the planning of liturgical seasons and sacramental celebrations, the scheduling of ministers for funerals and weddings, and the direction of liturgical rehearsals (including weddings) when necessary.

Responsible for maintaining accurate listings and commitment sheets for the following liturgical ministers: altar minister, Eucharistic ministers, lectors, hospitality ministers, and bread plate holders.

Attend and assist at all Baptism Prep Seminars, giving instruction on the rubrics of the rite.

Oversees the Children's Liturgy of the Word program; recruits, trains, and monitors CLW presiders. Works in conjunction with the Director or Music Ministry regarding the music and music leaders for CLW.

Prepares all liturgical celebration ministry books for altar ministers, lectors, presider, and music minister. Collaborates with the Director of Music Ministry in the preparation of worship aids for high seasons.

Once funeral date/time is scheduled through the Pastor's office, coordinate with other staff members in the planning of funerals. Arranges for all liturgical ministers for funerals.

Collaborates with other liturgical staff for on-going assessment of the quality of worship celebrations and liturgical ministries.

Collaborates with other staff members to provide assistance with their worship responsibilities (i.e., sacramental celebrations). Plans and organizes rituals for sacraments with input from related staff.

Oversees the implementation of parish policies and guidelines concerning liturgy.

Prepares and manages the worship budget in consultation with the Pastor and Director of Music Ministry.

Responsible for maintenance of the worship center sound system, in conjunction with the Director of Music Ministry.

Recruits persons for various liturgical roles. Invites, motivates, and trains liturgical ministers.

Prepares and distributes appropriate ministry descriptions and procedures for liturgical ministers, and for the liturgical seasons for altar ministers.

Assists in educating the parish and the staff, and serves as a parish resource for organizations in matters of liturgical understanding, sensitivity, and planning, including weddings and funerals. Keeps abreast of changes and developments in diocesan policies and guidelines concerning liturgy. Briefs the Liturgy Team on new practices learned at workshops and conferences.

Works with the RCIA director and Director of Religious Education on the implementation of all liturgical rites pertaining to the RCIA program, including Holy Saturday. Works with the Director of Religious Education on the liturgical rites for the Restored Order program, First Eucharist, First Penance, and High School Confirmation.

Oversees and maintains the aesthetic décor and cleanliness of the worship center, the chapel for CLW and weekday morning Masses, the working sacristy, vesting sacristy, and ministry sign-in room.

Maintains sacred vessels, vestments, and inventory of liturgical goods for all liturgical celebrations.

Oversees the tapestry team for seasonal change-outs, the flower ministers, the altar bread bakers, and altar linen launderers.

Responsible for opening and closing the worship center for all liturgical celebrations (weekends and Holy Days), including reconciliation services, funerals, wakes, weddings and weekday Mass.

Administrative work related to position.

Other duties assigned as needs arise.

**NECESSARY QUALIFICATIONS:**

- Active member of a Roman Catholic parish faith community. If not a registered member of St. Philip, willingness to become registered in the parish.
- Three-plus years experience in liturgy coordinating.
- Bachelor's Degree, preferably in theology, liturgy or religious studies. Can include continuing education in liturgical areas.
- Parish experience required in liturgical ministry (altar minister, Eucharistic minister, lector and hospitality).
- Organized; able to work collaboratively with staff members; computer literate in Microsoft Office, especially Word, Outlook, and Excel.

Revised October 2007

