

Tri-Parish Liturgical Coordinator JOB DESCRIPTION

Vision:

To enhance and encourage a deeper relationship with Jesus through Liturgy and Prayer. A person of prayer, who is sensitive to the cultural experience of the parishioners and understands the centrality and importance of liturgical prayer in nurturing the faith life of the parish community.

Position:

Works with Pastor to plan, setup and coordinate liturgies & prayer services for the three-linked parishes of Holy Rosary, New Holstein, SS Peter & Paul, Kiel, & St. Ann, Saint Anna.

- 20 Hours/Week

Requirements:

- Must be at least 21 years of age (wine management)
- A practicing Catholic in good standing with the Church
- Completion of the Emmaus Program or education in Theology or Liturgy preferred.

Job Description:

Assists in the training and scheduling of:

- Administer of Signup Genius and other applications for coordination of ministries of the Mass
 - Extraordinary Ministers of the Eucharist
 - Greeters and Ministers of Hospitality
 - Proclaimers of the Word (includes summer weekday Masses & First Fridays)
 - Altar Servers
 - Sacristans/Mass Setup
 - Unlocking & Locking of the church for liturgies
- Coordinates with Environment & Decorating Committees as needed
- Create intercessions, announcements and introduction for weekend liturgies
- Music Ministry
 - Report music choices for three-linked parishes into **One License**
- Assists with the coordination of funeral Masses, weekend masses and other parish liturgical celebrations.
 - Readings, Intercessions, Music – print for Mass
 - Contact Servers, musician(s) and funeral hospitality committee
 - Special Requests – programs

Additional Requirements:

- Attend Parish Staff Meetings
- Attend Prayer & Worship Committee Meetings
- Open to ongoing workshops & education to enhance this ministry
- Serves as a Leader of Prayer in community as needed
- Develop ongoing programs of liturgical formation & education
- Knowledge of budget and inventory of materials used for liturgy
- Knowledge of current liturgical resources