

Liturgical Coordinator/ Liturgical Minister

– part time position (15hours a week)

Key responsibilities:

- Opening and closing the church for all liturgies – including all weekend Masses, special liturgies such as Christmas and Easter Liturgies, as well as funerals and weddings.
- Liturgical planning, and hands on preparation of various liturgies (marking the right prayers in the Missal, preparing celebration binders etc);
- Preparation of the Prayer of the Faithful on weekly basis (we do have yearly subscription to the needed material) ;
- Preparation of the weekend announcements;
- Coordination of, and hands on help with the church decoration for special occasions (Christmas, Easter, Confirmation etc);
- Ongoing recruitment, training, and scheduling of the liturgical ministers Lectors, EM's and Altar Servers;
- Meeting with the families in preparation for the funeral liturgies;
- Coordination of the Wake Service , personal involvement in Wake Services on as needed basis;
- Physical presence during the funeral Mass and assistance with this liturgy as needed;
- Physical presence and Assistance with Wedding Liturgies , including running the rehearsals - please note that currently there are very few weddings per year);
- Assistance with Baptisms (currently done once a month within the weekend Masses);
- Ordering liturgical supply and votive candles;
- Making sure that everything is set-up correctly ready for the Mass; overseeing the sacristy and the volunteer sacristans;

Please note that this position will require you to work on Saturdays, Sundays, as well as on all Liturgical Holidays. The person applying for this position should have at least basic training and certification indicating some theological background in areas such as: liturgy, ecclesiology, pastoral theology. He or she must have an excellent theoretical and practical knowledge of GRIM as well as Liturgical Environment documents, and must be willing to act and lead others in accordance with the norms presented in this document.

If the applicant for this position has specific theological and ministerial credentials, he or she may be asked periodically to assist the Dre/ Adult Faith formation Coordinator in baptismal preparation of the parents, and other similar functions.

If interested, send application to FatherA@olow.org