

Please note:

- **This is an immediate opening and a FULL TIME position comprised of TWO DIFFERENT COMPONENTS : Liturgical Coordinator and Christian Service Coordinator (with ability to work with children, youth and adults) .**

Previous experience as well as ministerial respective certifications by the Archdiocese are preferred.

The Liturgical Coordinator portion of this position will entail the following responsibilities:

- opening and closing the church, before and after Masses on the weekends, feast days, holy days of obligation and other celebrations;
- overseeing and coordinating Eucharistic Minister sign up before Masses;
- setting up for Masses, and other celebrations when needed;
- assisting the Priest with the celebrations of Funerals, Baptisms; Weddings and other liturgical and para-liturgical celebrations as well as weekends and special occasion Masses when Altar Servers are not scheduled or present.
- managing church supply;
- changing votive candles once a week,
- scheduling Eucharistic Ministers, Lectors and Altar Servers;
- recruiting and training new Eucharistic Ministers, Lectors and Altar Servers;
- coordinate and oversee church decorations (especially for the major liturgical celebrations);
- bringing Holy Eucharist to the homebound
- preparing weekly Announcements and the Prayer of the Faithful;
- coordinating and leading prayer service when needed, at a Wake Service at the Funeral Home;
- other responsibilities as needed.

CHRISTIAN SERVICE COORDINATOR

Position Summary: The responsibility of the Christian Service Coordinator is to ensure a full response to Catholic Social Teaching through charity in areas of human need, both in the parish and beyond; and to work for justice by the promotion and coordination of action to eliminate the causes of human need in our society.

The Christian Service Coordinator facilitates, provides resources, and empowers the ministry of the Christian Service Commission. The Commission exists as a model to enable the entire Parish communion to put the social teaching of the Church into action.

The Christian Service Coordinator is a professional staff person rooted in Catholic Social Teaching and dedicated to carrying out the social mission of the Church.

The Christian Service Coordinator positions are found in parishes at one or more levels. The series includes the following four levels:

Christian Service Coordinator

- FLSA Status: Exempt
- Education/Certification: Masters/Bachelors/Associates/Professional
 - Applicable degrees – Theology/Religious Studies/Pastoral Ministry/Social Work
 - Also Christian Service Certification through Archdiocese of Detroit.

The Christian Service Coordinator is responsible for overseeing and coordinating an active social ministry program for the parish. The program contains service, education, advocacy and action components and covers the full range of social ministry as determined through assessment of needs and collaboration with parish leadership, e.g., services to those in need of food, housing and clothing, those who are sick or suffering from bereavement, divorce or separation, those with special needs such as the disabled, shut-ins, widows, seniors and prisoners. Direct services are typically provided by volunteers supervised by the position.

- Establishes a Christian Service Commission and include committees as recommended by the Archdiocesan “Parish Pastoral Council Guidelines and Handbook”.
- Provide the parish with the awareness of human needs and the means to respond to those needs. Provides the parish with both the challenge and method to confront the structural causes of these needs.
- Work with parish leadership team to integrate social ministry into the liturgical life of the parish and to provide ongoing education and formation to parishioners in the areas of Catholic Social Teaching.
- Prepare and maintain the annual budget for Christian Service.
- Develop and or maintain liaison with the service commission of the Pastoral Council and encourage commission integration with the other commissions of the parish.
- Collaborates with the Service Commission to identify needs and encourage broad parish participation in response to those needs.
- Provide opportunities for commission growth and leadership
- Coordinate the recruitment, training, and support of Christian Service volunteers.
- Maintain professional competency by applying for certification as a Christian Service Coordinator and continuing education and formation through regular attendance at workshops and seminars.

The individual applying for this position must be willing to work on the weekends – at least 3 out of 4 Saturdays and Sundays per month, as well as on ALL major feast days and Holy Days. This position also requires flexibility in the mornings to assist the Pastor with the funerals. As needed

Person applying for this position must:

- be a practicing Catholic in good standing, fully committed to the Catholic Faith and Teachings as stated by the Official Magisterium of the Church
- possess great communication and inter- personal skills;
- be very well organized and self-motivated;
- have extensive liturgical training and formation and hold at least the basic diocesan ministerial certificates in the areas of Liturgy, Sacraments, and Christian Service
- have academic and practical knowledge related to different aspects of Christian Service as described,
- be very well versed in the Liturgical Laws and Practices,
- have working knowledge of the Code of Canon Law as pertains to liturgical and sacramental matters,
- be easy going, flexible, **very patient** and people-friendly,
- have a minimum of 2 years of hands on experience serving as Liturgical or Pastoral Minister.
- **Preferences will be given to candidates who hold a B.A. degree and preferably Master's degree in areas directly related to both of the components of which this job consists.**