

Liturgical Ministries Coordinator Job Description- St. Bridget Parish

Overview : This position is a parish ministerial leadership position focused on assisting the pastor and the parish in the planning, implementing, coordinating and evaluating all liturgical and music needs of parish life. Act at all times as a servant leader for the parish, supporting, working and communicating effectively with all staff members and volunteers – particularly those in the liturgical music ministry areas. This person implements the policies and directives of the Parish Pastor, Bishop, and the American Bishops' Committee on the Liturgy and the Roman Congregations. In general, this person serves as a liturgical resource to the Pastor and the advisory consultation of the Parish Liturgy Committee.

Qualifications:

1. Bachelor's degree in Catholic liturgy, sacred music or related area preferred
2. At least 2 years experience in a Catholic parish liturgical role preferred
3. Functional ability in piano and organ preferred
4. Proficiency in Microsoft Office products required
5. Active and practicing Catholic in full communion with the Church required

Reports To:

1. Responsible to the pastor for all liturgical issues, and
2. Responsible to and reports to the business administrator for all administrative and work team issues

Working hours: hours will vary greatly depending upon the needs of the parish, but will include weekdays, some evenings and some weekends and upon the needs of the Pastor, liturgical season, special liturgies, rehearsals and school needs.

Position Responsibilities:

1. As directed by the pastor, serve as the main coordinator of liturgical and music ministries of the parish.
 - a. Assist in the preparation, planning, implementation and evaluation of all liturgies for the parish and school and in particular, Holy Week/Easter and Christmas
 - b. Assist in the selection of music for all parish liturgies.
 - c. Act as needed as the main parish contact and consultant for funeral liturgical planning.
2. Support and maintain existing choirs
 - a. Serve as the Praise Team director
 - b. Support the other current parish choir directors, accompanists and musicians and serve as their main contact for parish issues.
 - c. Develop new musical ensembles as needed for the parish.
 - d. Recruit new choir directors, accompanists, cantors and musicians as needed
3. Serve as the main staff support and resource person for all parish liturgical ministries, volunteers and volunteer groups including; readers, ushers, eucharistic ministers, greeters, altar servers, decorators, plant watering ministry, video ministry, nursing home ministries, lay leaders of prayer and cantors.

- a. Support volunteers in their current roles and encourage them to continue volunteering,
 - b. Recruit additional volunteers as needed
 - c. Establish minimum requirements, encourage and coordinate all needed formation and training for liturgical ministry staff and volunteers.
 - d. Act as the main staff liaison for communications between liturgy and music ministry groups and the parish.
4. Oversee and maintain the parish liturgical equipment, music and liturgical resources;
 - a. Creating power point presentations for all weekend and school Masses and special liturgies.
 - b. Maintain the parish and music libraries and files.
 - c. Maintain music equipment and resources.
 - d. Maintain copyright licenses for music and report music used as required per agreement.
 - e. Maintain stock and replace all liturgical candles, Altar wine and Altar bread and other items as necessary.
5. Maintain up-to-date/current knowledge of Catholic liturgical and musical trends. Advise the Pastor and parish on needed/suggested changes. Attend ongoing educational offerings as approved by the Pastor and/or the parish administrator
6. Attend meetings as needed,
 - a. Parish Staff meetings
 - b. Liturgy committee -serve as the main staff contact in the absence of the pastor and create agenda for all meetings
 - c. Serve on the music selection committee
 - d. Parish pastoral council as requested
 - e. Diocese of Superior meetings, workshops and committees as approved by the pastor and/or parish administrator
7. Assist the parish administrator with budget planning and implementation for liturgy and music areas.
8. Advise and work effectively with the school music teacher on liturgical needs, Mass planning and school music concert coordination.
9. Other duties as directed by the pastor and/or parish administrator

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The duties of the liturgical/music director require the ability to sit, use hands to finger, handle or feel objects, tools or controls, and to talk and hear. The person in this position is frequently required to walk and occasionally required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl.
2. This person must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.