

Job Title: Liturgy Coordinator
Reports to: Pastor
Parish: Holy Spirit Catholic Church, Naperville, IL
Position: Part-time, Unbenefited, Non-Exempt
Salary: Hourly wage of \$20 - \$25 depending on experience and education
Hours: Approximately 20 hours per week
Work schedule revolves around liturgical events

Summary:

Holy Spirit Catholic Church, an “Amazing Parish,” has an opening for a part-time Liturgy Coordinator. The Liturgy Coordinator is responsible for collaborating with Clergy, the Parish Leadership Team, staff, ministry leaders, and volunteers to plan and execute parish liturgies and celebrations. The Liturgy Coordinator develops and directs liturgical ministers to provide leadership on Sundays and other special liturgies that will draw parishioners “to that full, conscious, and active participation in liturgical celebrations called for by the very nature of the liturgy” at Holy Spirit Catholic Church. This position will report directly to the Pastor and to the Business Manager for HR related issues.

Area of responsibilities:

- Oversee planning and execution of all liturgical celebrations, including prayer services, confirmation, baptism, reconciliation, weddings, funerals, and anointing of the sick.
- Ensure the integrity of the liturgical year in coordination with Clergy, the Parish Leadership Team and Co-Directors of Music.
- Work with Volunteer Coordinators to recruit, train, and schedule volunteers for each liturgical ministry, sacrament, and pastoral care ministries.
- Oversee infant Baptism, including working with Baptismal coordinators to prepare and schedule Baptisms and classes.
- Oversee both the Wedding Preparation and the Liturgical Celebration of Marriage.
- Provide pastoral support to families who have lost a loved one and coordinate the Funeral Mass.
- Work with the Minister of Care Coordinator to ensure care for the homebound.
- Supervise the planning and execution of the Church liturgical environment with Art and Environment volunteer coordinator.

Job Requirements:

- Practicing Catholic, able to participate in the Sacraments of the Church and a strong knowledge of Catholic faith doctrine and liturgy and supports the mission and purposes of the Diocese of Joliet. Ordained deacon a plus.
- Preferred - 3 years of active leadership in liturgical ministries.
- Strong knowledge and understanding of GIRM and the rubrics of the Roman Missal.
- Strong interpersonal skills and organizational skills.
- Must be organized and have the ability to work independently with minimal supervision.
- Proficient in use of a computer, Microsoft Office Suite, email, etc; must possess ability to quickly learn new systems. Working knowledge of Ministry Scheduler Pro and Parish Data Systems a plus or the willingness to learn.

Physical Demands¹

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the

employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Interested candidates should send a cover letter, resume, and references via email to Roberta Balsewicz at: RBalsewicz@hsc.us.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Pastor at Holy Spirt Catholic Church.