

SMAFP Liturgical Administrative Coordinator

Hiring Document

Contact Fr. Ambrose Dobrozsi to apply or for further information,

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Job Description:

1. Primary Function / Description

- a. The Liturgical Administrative Coordinator directly assists the Director of Worship to keep the liturgical life of all six parishes in St. Michael consistent, organized, and excellent. Under the direction of the Director of Liturgy, he or she would help accomplish the goals of the liturgical mission and vision of the family of parishes by collaborating with other staff and volunteers, and coordinating the logistics behind parish liturgical life.

2. Position Specifications / Requirements

- a. Skills, Knowledge, and/or Abilities
 - i. Familiarity with the liturgical life and law of the Church
 - ii. Pastoral sensibility and capacity for accompaniment when interacting with parishioners
 - iii. Familiarity with Google suite for document management and inter-staff communication
 - iv. Flexibility to work with a variety of preferences on liturgical non-essentials or prudential options
 - v. Capacity to express theological, liturgical, and canonical concepts and norms in layman's terms
 - vi. Capacity to maintain professional confidentiality in a pastoral setting
- b. Education, Training, and/or Experience
 - i. A Master's Degree in theology, liturgical studies, pastoral ministry, or related field is preferred; in lieu of a Master's, a Bachelor's degree in theology/pastoral ministry or a related field with advanced study in theology and liturgical theology is acceptable.
 - ii. Experience in parish ministry, including liturgical, administrative, and pastoral applications

3. Working Environment

- a. The Liturgical Administrative Coordinator would have office space at Mary, Help of Christians in order to work closely with the Director of Worship, with the expectation of flexibility to coordinate liturgical details across all six parishes.