

LITURGY COORDINATOR

St. Anthony Church and Church of The Holy Angles

Dayton, OH

Status: Part time, 12 months

Reports to: Pastor and Parochial Vicar

Job Summary

Responsible for facilitating the sacramental and worship life of the parish community by coordinating and providing a quality liturgical experience which celebrates and strengthens parishioner's journey of faith. This position will serve Church of The Holy Angles and St. Anthony churches within the Bread of Life Family of Parishes located in Dayton, OH.

Duties and Responsibilities

- Coordinates new and ongoing formation of liturgical ministers: Altar Servers, Lectors, Eucharistic Ministers and Ushers
- Schedules liturgical ministers for weekend Masses, School Masses, and feast days
- Schedules Baptisms and ensures that parents have received sacramental preparation.
- Prepares presider book with Universal Prayers
- Compiles announcements and prepares lector books with announcements.
- Create and prepare certificates for sacraments.
- Prepares funeral worship aides in coordination with the Music Minister
- Plan annual All Souls Day Mass
- Assists visiting priests.
- Inventory and order liturgical supplies and flowers.
- Organize volunteers for events such as church decorating for major feast days.
- Coordinates the cleaning of vestments.
- Funerals
 - Assist with Funeral liturgy planning with bereaved family.
 - Serve as a lay minister of prayer at the visitation, transfer, and committal in accord with the wishes and plans of the family.
 - Distribute planning information to the celebrant, Music Minister, and others.
 - Ensure that the clergy record and payment is received and forwarded to administrative staff.
- School Masses:
 - Assist principal and teachers with Mass preparations, liturgies, and student preparations.
 - Schedule school sacramental events
- Sacraments
 - Plan First Reconciliation Service, coordinate with faith formation coordinator including scheduling priests and music ministry.
 - Plan and coordinate sacramental rehearsals and retreats.
 - Weddings - determine eligibility based on guidelines, scheduling, provide administrative information, collecting fees, rehearsals, and wedding coordinator at ceremony.
- Other duties as assigned by the pastor.

Education, Training and/or Experience

- Bachelor's degree in theology, related field or equivalent experience
- This position requires a minimum of 1 year of experience in parish liturgical program.
- Must be a practicing Catholic

Working Environment

- Ability to establish effective working relationships with church and school employees churches, vendors, volunteers, and general public.
- Strong interpersonal, public speaking, presentation, and communication skills.
- Ability to work alone or with large groups often requiring multitasking and meeting deadlines.
- Ability to work evening and weekend hours.
- Must be fit for duty and ability to climb stairs.
- Must adhere to the policies of St. Anthony Church and Church of the Holy Angles. Will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teachings or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.

Send resumes to: Fr. Satish Joseph satishjoseph@icparishdayton.org or Fr. Len Wenke fr.len.wenke@gmail.com