

CATHEDRAL OF THE SACRED HEART POSITION DESCRIPTION

POSITION TITLE:	Liturgy and Music Coordinator
IDENTIFYING INFORMATION:	
Schedule:	Part-time (20-25 hours per week)
Status:	Non-exempt
Salary Range:	\$24.00 - \$28.00 per hour
Reports to:	Cathedral Rector

POSITION SUMMARY:

Under the direction of the Cathedral Rector, the Liturgy and Music Coordinator is responsible for facilitating the worship life of the parish community by coordinating and providing a liturgical experience which celebrates and strengthens the membership's journey of Faith. Responsibilities include coordinating, planning, and facilitating all liturgical and devotional celebrations within a parish or diocese, ensuring they align with church traditions and norms. This role involves training and scheduling liturgical ministers, managing supplies, collaborating with clergy and other staff, and overseeing various celebrations like Masses, baptisms, weddings, and funerals.

ESSENTIAL DUTIES:

- Responsible for the coordination of all aspects of parish liturgies.
- Provides assistant to the Cathedral Rector in the formation and training of sacristans and other liturgical ministers of the cathedral
- Partners with the Diocesan Director of Worship in preparation of diocesan liturgies and those liturgies when the bishop is present throughout the year.
- Keeps the Parish liturgical calendar up to date, including special activities taking place during or after Mass. Communicates information about liturgies to office staff, liturgy committee, and congregation. Ensures that Parish Facilities Calendar includes liturgical items.
- Creates or oversees development of materials used in the liturgies such as Prayers of the Faithful, list of Mass Intentions, Father's announcements, binders for readings that are not in the Lectionary (i.e. for special masses), etc.
- Invites volunteers, maintains volunteer roster and assists in the formation and training of liturgical ministers.
- Organizes Ministry Fair to recruit volunteers.
- Schedules liturgical ministers and volunteers
- Prepares agenda for liturgical committee meetings.
- Manages the files for and scheduling of sacramental liturgies including Weddings, Baptisms, Funerals, Quinceaneras, and Wedding Anniversaries. Assists the Pastor by tracking and communicating requirements for these sacraments with the involved families. Also develops processes for tracking, managing, recording and filing.
- Collaborates with Faith Formation Coordinator for sacramental Masses including OCIA Rites, Confirmation, and First Holy Communions. Coordinates with Youth Director and

various other Parish groups to prepare for and manage other celebrations such as Our Lady of Guadalupe, special devotions, Youth Masses, and other blessings.

- Collaborates with Facilities Manager, Flower Guild, and other pertinent stakeholders in the seasonal liturgical decoration of the cathedral interior.
- Collaborates with cathedral staff for the ongoing maintenance and development of the cathedral building, interior and exterior.
- Collaborates with the cathedral staff regarding regular maintenance that impacts the visual and aural artistic environment.
- Understands and manages the church A/V equipment – sound, projection, livestream – to ensure devices are operational and are used to enhance the ability of parishioners to participate actively in the liturgy.
- Manages liturgical supplies by keeping them organized and well-stocked, ordering when needed, thinking ahead to order items used infrequently.
- Works with office manager on appropriate budget for liturgical items and supplies.

QUALIFICATIONS:

Education and Experience:

- Practicing Catholic with an understanding and appreciation of the teachings and traditions of the Catholic Church.
- Knowledge of liturgical principles, norms, and rubrics, with an understanding of the various rites and rituals of the Church, especially the Order of Christian Funerals and the Rite of Marriage.
- BA/BS in a field of study related to theology or liturgical studies preferred.
- 3-5 years leadership experience in liturgical ministry within a Catholic parish or other institution.
- 3-5 years working with volunteers.

Knowledge Skills and Abilities demonstrating application of the following:

- Proficiency in music theory, liturgical music, and the ability to play at least one musical instrument (piano, organ, guitar, etc.).
- Proficiency in liturgical principles, norms, and rubrics, with an understanding of the various rites and rituals of the Church, especially the Order of Christian Funerals and the Rite of Marriage.
- Proficient in use of computers and computer systems efficiently for communication, records, and record preparation
- Possesses a high level of communication skills both verbal and written with the Pastor, parish staff, parishioners, and the community
- Possesses a high level of integrity and sense of responsibility with regards to confidential information
- Ability to foster the ministry of parish volunteers in various areas via invitation, screening, training and encouragement
- Possesses A deep faith in the Catholic tradition and a desire to support the spiritual life of the parish community.

- Possess outstanding organizational skills with a deep appreciation for attention to detail
- Ability to work collaboratively with diverse groups to lead and collaborate with volunteers.
- Ability to inspire and lead others in worship through music and liturgy.
- Possesses a welcoming and pastoral attitude toward all parishioners and volunteers.

Supervisory Responsibility:

- No supervisory responsibilities for this position

Work Environment and Required Activities:

- As this position is critical to the effective functioning of a Catholic church, it requires flexible weekly hours, including weekends and evenings, to accommodate liturgical celebrations and meetings.
- This position will interact with parishioners experiencing emotional situations such as for funerals and weddings and must be able to assist and serve them with tact, diplomacy, and charity.
- Liturgical plans and needs change quickly or are sometimes decided at the last minute. The liturgy coordinator must be able to pivot, prioritize and communicate quickly while maintaining poise and a sense of humor.
- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

Other Requirements:

- The candidate must be a practicing Roman Catholic and in good standing with the Church.
- Must be able to pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided. Some positions will require that the incumbent be an active Roman Catholic in good standing with the Church.

**Thank you for your interest in career opportunities with
The Cathedral of the Sacred Heart!**

Applications for this position will be accepted until position is filled.
To apply for this position, please complete a Diocese of Pueblo application
and send to:

Rev. Derrek Scott - derrekscott@shcathedral.net