



POSITION TITLE : Liturgical Minister Coordinator
DEADLINE TO APPLY : June 30, 2026

IDENTIFYING INFORMATION:

Type : Part time – (10-15 hours per week Wednesday-Friday)
Status : Non-exempt
Report to : Pastor and Parish Manager/Business Manager
Salary : \$16.00 - \$18.00 per hour

ABOUT US

Christ The King is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

BENEFITS AND PERKS

We offer a salary of \$16.00 - \$18.00 per hour. We Value your work and life balance offering Paid Holidays, and an annual Christmas Holiday Closure, 403B retirement and match, and Life/AD&D Insurance.

POSITION SUMMARY

Responsible for organizing and maintaining schedules for all liturgical ministers involved in parish Masses and liturgical celebrations. This includes lectors, altar servers, extraordinary ministers of Holy Communion, hospitality ministers (ushers/greeters), and other liturgical roles. The Scheduler ensures that all ministries are adequately staffed for each liturgy and that substitutions are coordinated when needed.

ESSENTIAL DUTIES

Liturgical Ministry Coordination

- Create and maintain monthly ministry schedules (Sacristans, Lectors, EMs, Servers, Ushers, Linen Cleaners)
- Coordinate volunteer assignments and assist with recruiting as needed
- Submit diocesan reports on ministry lists and commissioning.
- Cross- train in all liturgical ministries to provide operational support and continuity as needed.
- Train, onboard and mentor new liturgical ministers in accordance with parish procedures and Diocesan guidelines.
- Submit diocesan reports regarding ministry lists and commissioning requirements.

Mass & Liturgical Preparation

- Prepare for weekend, Holy Day, and special occasion Masses
- Ensure Prayers of the Faithful and Mass Intentions are placed at the Ambo and Presider's table
- Assist with funerals, weddings, and other special liturgies as needed
- Prepare and distribute weekend liturgical announcements.
- Prepare money bags for ushers for weekend and special collections.

Supplies & Inventory Management

- Monitor and order liturgical supplies (communion hosts, wine, candles)
- Oversee linens and laundry volunteers
- Manage votive candles (restock, clean, collect money)

General Support Duties

- Place and receive orders from liturgical goods stores
- Assist with Friday chores and miscellaneous parish tasks
- Assist the secretary with designing the bulletins.
- Distribute bulletins to the church
- Plan, organize and coordinate the annual volunteer fair.

QUALIFICATIONS

Education and Experience:

- High School diploma or GED.

KNOWLEDGE SKILLS AND ABILITIES DEMONSTRATING APPLICATION OF THE FOLLOWING:

- Exhibits good listening and comprehension; ability to effectively present information and respond to questions.
- Keeps others adequately informed; selects and uses appropriate communication methods; listens and gets clarification.
- Excellent interpersonal, oral and written communication skills, projecting a professional, sincere and friendly manner.
- High level of accuracy and attention to detail.
- Problem solving, discretion and interpersonal skills needed.
- Ability to function effectively and efficiently in an active environment under flexible and changing conditions.
- Organization, time management and ability to manage tasks effectively.
- Strong organizational and clear communication skills.
- Knowledge of current trends regarding Church and Liturgy
- Ability to work cooperatively with all levels of the parish staff, key leaders, and parishioners, and surrounding community members.
- Strong and current computer skills with proficiency in Microsoft Office Suite.

Supervisory Responsibility:

- No supervisory responsibilities for this position.

Work Environment:

- This is a part time position. Days and hours of work are part-time (15 hours per week) Wednesday- Friday 9:00 a.m. to 2:00 p.m.
- While performing the duties of this job, the work is performed both indoors and outdoors, under continually tight deadlines.

Physical Demands:

- While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, and perform repetitive motions of the hands/wrists and feet. Lifts and moves items up to 50 pounds.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the church.
- Understanding of Roman Catholic teaching and sacramental beliefs and practices
- Must be able to pass a criminal background investigation.
- Must have a 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. 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 however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

Thank you for your interest in career opportunities with

CHRIST THE KING CATHOLIC PARISH

in Pueblo, Colorado.

To apply for this position, please send your resume and application to:

CHRIST THE KING CATHOLIC PARISH, 1708 Horseshoe Drive, Pueblo, Colorado 81001

Attention: Fr. Zaldy B. Norba, SSS or email to znorba@ctkpeueblo.org

Pastor Signature: _____

Date: _____

Employee Signature: _____

Date: _____