

**Liturgy Coordinator**  
**The Holy Name of Jesus Catholic Community, Redlands**  
Full-time, 35-hours per week  
\$22.81 - \$29.66 an hour DOE

**POSITION SUMMARY**

The Coordinator of Liturgy is responsible for planning, supervising and coordinating all aspects of the parish liturgy in collaboration with the Pastor and Director of Parish Life (DPL) alongside the Parochial Vicars. The position includes the responsibility of providing authentic and reverent celebrations of the Church's liturgical rites which can strengthen the faith journey experience of the people. The Holy Name of Jesus has two church locations. This position would coordinate liturgies at both locations.

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- In collaboration with the Pastor and consistent with the mission of the parish, plans the parish liturgical calendar and programs according to the liturgical seasons and sacramental celebrations.
- Prepares liturgical books, rituals and worship aids.
- Leads rehearsals for special rites and other liturgies.
- Assists with planning of cultural Masses and customs in the parish community. Serves as point of contact for cultural groups.
- Completes liturgy planning sheet for any Diocesan Masses at the parish.
- Oversees (in collaboration with parish choirs) music selections for the Sunday and Holy Day liturgies and other parish liturgical celebrations.
- Provides for ongoing liturgical formation for liturgical ministers utilizing parish and diocesan resources.
- Prepares the annual liturgy budget and orders supplies and texts.
- Schedules choir rehearsals for all choirs.
- Recruits and coordinates all liturgical ministers, including cantors, choir members and musicians.
- Provides formation and training opportunities for persons involved in liturgical ministries.
- Coordinates quarterly committee of liturgical ministry leaders
- Attends clergy meetings and diocesan meetings.
- Attends diocesan formation and training, as needed.
- Be available for presentations on liturgical topics.
- Works closely with the secretary designated to support liturgical ministries.
- Coordinates meetings with families for funerals and weddings in collaboration with the department secretary
- Acts as point of contact for contracted musicians for funerals and weddings and any other special Mass.
- Utilizes technology to schedule and maintain good record-keeping.
- Maintains organization and cleanliness of sacristies
- Performs other duties as assigned.

**SKILLS & EXPERIENCE REQUIRED**

- Three years' experience in liturgy preparation preferred
- Demonstrated organizational and supervisory skills, and ability to supervise volunteers.
- Must be practicing Catholic with knowledgeable in Catholic theology, practices and protocols.

**QUALIFICATION GUIDELINES**

- Bilingual, English-Spanish preferred.
- Instrumental or musical experience preferred.
- High school diploma. Bachelor's degree in Religious Studies or related field preferred.
- Diocesan PMFP with Liturgy specialization, or willingness to complete, required.
- CMFP, advanced degrees in Liturgy preferred.
- Strong collaborative/communication skills are essential to promote the mission of the parish.
- Must be able to work evenings and weekends.
- Awareness and implementation of all safe environment (Virtus) guidelines for child safety.
- Must be able to work in a multicultural environment.

**PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting up to 30 lbs., carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extreme.

Interested candidates please send resume to: Monica Aguilar at [maguilar@sbdioocese.org](mailto:maguilar@sbdioocese.org)

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