



Coordinator of Liturgy

Position Summary:

Divine Mercy Pastorate (Christ the King, St. Mary and Saint John Paull II) in Sioux Falls is seeking a coordinator of Liturgy to assist clergy and staff to prepare for the liturgical masses and weekend experiences. The coordinator will work closely with clergy, staff, musicians, and volunteers.

This is a part-time non-benefit eligible position reporting to the Director of Disciplinization and Evangelization.

Essential Duties and Responsibilities:

- Coordinate liturgical environment in the Churches and gathering spaces. Plan the care for sacred vessels, vestments and annual missal.
- Coordinate, recruit and train volunteers to assist at each parish.
- Works with the parish music coordinators (choir directors) to expand the variety of musical instruments, style, congregation hymns, and choir anthems.
- Maintain all needed church and liturgical supply inventory, working closely with the ordering staff person.
- Primary point person for scheduling volunteers using scheduling software for all parish/pastorate liturgies, including weekday masses and adoration. Build relationships with these key volunteers.
- Other duties as assigned.

Qualifications:

Primary

- Must be a practicing Catholic and in good standing with the Catholic Church.
- Knowledge of liturgy, including knowledge of the Church, its mission, and sacramental life. (desire to learn on the job)

Required Knowledge, Skills, and Abilities:

- Organization, coordination, and working knowledge of the liturgical life of a parish, identify needs, and implement creative solutions.
- Ability to work cooperatively and collaboratively with clergy, parishioners, staff, lay volunteers, and others to conform to shifting priorities and timelines.
- Strong verbal and written communication skills.
- Flexibility in work schedule and work styles, given the nature of a family-centric parish/pastorate.

Job Conditions/Physical Demands:

The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to push, pull, lift, and carry items up to 30 pounds.
- Ability to sit, stand, bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands, and wrists.
- Ability to work in an office setting as well as various venues according to event or activity.
- Vision abilities required include close vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work with many individuals, often requiring multitasking and working with deadlines and details to ensure all of the essential functions are performed in a timely and courteous manner.