

## **ASSISI HEIGHTS POSITION DESCRIPTION**

**DEPARTMENT:** Liturgy

**POSITION:** Coordinator of Liturgical Ministries

### **GENERAL SUMMARY**

The Coordinator of Liturgical Ministries is responsible for facilitating the Congregational liturgical life at Assisi Heights with a ministry focus that reflects the Mission of the Sisters of St. Francis.

### **ESSENTIAL FUNCTIONS**

- Provides an essential role as leader in the Franciscan Community through the Liturgical celebrations with a welcoming spirit
- Prepares the annual calendar of liturgical celebrations of the church year:
  - Sunday and daily liturgies
  - Special liturgical events including Rite of Reconciliation, Communal Anointing, funerals and themed prayer services
  - Franciscan Feasts
- Provides resources for and prepares worship aides for liturgical services
- Performs musical accompaniment for Services and Choir
- Celebrates weekend Liturgies with the Assisi Heights Community or arranges cover when unavailable
- Initiates ongoing education regarding Liturgical Ministry topics for the Congregation
- Directs the recruitment, training, scheduling and continuing education of the liturgical ministries at Assisi Heights: lectors, Eucharistic ministers, cantors, singers, and musician volunteers
- Serves as the coordinator for Congregational Liturgies, e.g. Jubilees, General Assemblies and Chapters
- Serves as contact and facilitator for Mayo Chaplains
- Fosters free exchange of ideas with the Liturgy Committee and Sisters to evaluate new trends as a means of continuous spiritual renewal
- Evaluates liturgical music resources, purchasing and disposing of materials, and keeping current with proper copyright procedures and laws
- Maintains the music library and files
- Oversees the A/V team and volunteers
- Develops the department's annual budget and maintains effective use of resources
- Exercises leadership for the Sacristan at Assisi Heights and the Congregational Liturgy Committee for the worship assembly

### **OTHER FUNCTIONS**

- Builds a relationship with the Congregational Liturgy Committee by meeting regularly
- Meets as needed with the Director of Residential Life to assure the Sisters liturgical needs are met
- Keeps abreast of developments in sacramental theology and liturgical practice through national and diocesan liturgical organizations
- Networks with Liturgists in the community
- Attends as available, continuing education related to the field of liturgy

**COMPETENCIES AND/OR SPECIAL REQUIREMENTS**

- Must pass a background investigation, including a criminal history investigation.
- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Culture

**QUALIFICATIONS**

- Bachelor’s degree in theology, liturgy or sacred music required
- Minimum 1-3 years of experience or education in Liturgical planning
- Experience in Catholic Parish Liturgical Ministries required
- Knowledge of Franciscan values and spirituality desired
- Ability to integrate knowledge of liturgy with musical skills and experience
- Knowledge of computers and peripherals
- Knowledge of data base management software
- Ability to work independently and as a team player
- Ability to provide leadership and approach people in a manner which creates harmony and promotes cooperation
- Ability to communicate to various groups with excellent oral and written skills
- Ability to maintain a high level of confidentiality
- Ability to organize and prioritize responsibilities

**WORKING CONDITIONS**

- Work is primarily done while seated and indoors in a controlled environment.
- Frequent demands: Standing, walking, bending, auditory and visual acuity, color discrimination and manual dexterity.
- Occasional demands: stooping, stretching, kneeling, grabbing, pushing, carrying, and lifting between 5-15 lbs. Objects over 15 lbs. may be lifted, pushed, or carried with assistance.
- Work requires use of computer keyboard and mouse.
- Requires flexible work schedule.

**ACCOUNTABILITY:** Reports to Designated Councilor  
**POSITION LEVEL:** E-3  
**FLSA:** Exempt  
**DATE PREPARED:** February 2012  
**DATE UPDATED:** May 2012, May 2018, July 2023

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Designated \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor