

**OFFICE OF WORSHIP
LITURGY COORDINATOR
St. Dominic Chancery
2403 Holcombe Blvd.
Archdiocese of Galveston-Houston**

Summary

The Office of Worship seeks a Liturgy Coordinator to serve as a joint staff member with the Co-Cathedral of the Sacred Heart. This role ensures seamless coordination and execution of archdiocesan liturgies at the Co-Cathedral, acting as a liaison between the Office of Worship and the Co-Cathedral. The Coordinator oversees liturgical minister training, scheduling, and preparation, and manages liturgical supplies. This is a full-time (40 hours per week), benefits-eligible, exempt position; remote work is not permitted. Candidates must be practicing Catholics in good standing with the Church.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Coordinate logistics for archdiocesan liturgies at the Co-Cathedral (e.g., Ordinations, Chrism Mass).
- Serve as the primary liaison between the Office of Worship and the Co-Cathedral.
- Recruit, train, and schedule volunteers and liturgical ministers (e.g., Lectors, Altar Servers, Ushers).
- Maintain supplies and prepare for Masses and special liturgies.

Education, Training, and/or Experience

- Bachelor's degree required; advanced liturgy certification preferred.
- 2–3 years' experience in liturgical coordination or parish/diocesan roles.
- Strong knowledge of Roman Catholic liturgical traditions and rites.
- Excellent organizational and communication skills; ability to manage multiple tasks.
- Proficiency in Microsoft Office; design software knowledge a plus.
- Bilingual (English/Spanish) strongly preferred.

Suitable candidates should send a cover letter, resume, and anticipated salary range requirements, * to resume@archgh.org reference Liturgy Coordinator on the subject line.

*Candidates who do not include an anticipated salary range may not receive further review.