

# **Liturgy Coordinator**

## **Sacred Heart Catholic Church**

Conroe, TX

**SUMMARY:** Liturgy Coordinator is responsible for the effective planning, coordination, and execution of the liturgical celebrations of the parish and school and for the growth and stability of all liturgical ministries. She or he is gifted with a vision of how a Parish can develop its potential through the Liturgy. Planning, coordinating, and leading training for lectors, Extraordinary Ministers of Holy Communion, hospitality, servers, sacristans, and Acolytes will be the primary responsibility of the Liturgy Coordinator. Additionally, preparing the liturgical calendar in collaboration with the pastor and communicating the liturgy schedule to all necessary staff will be integral to the liturgy coordinator's duties.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Strong written and oral communication skills
- Experience leading and recruiting volunteers
- Knowledge of and comfortable with Sacred Liturgy and theology
- Proficient in liturgical principles
- Has a thorough understanding of the musical, liturgical, and pastoral judgments for liturgies
- Demonstrate proficiency in keyboard skills,
- Proficiency in English and Spanish
- Able to communicate effectively

Interested candidates can send resume to Guillermo Velasquez at  
[gvelasquez@shconroe.org](mailto:gvelasquez@shconroe.org)