Job Opportunity
Liturgical Coordinator – Dominican Sisters of Houston

The **Dominican Sisters of Houston** are accepting applications for a **Liturgical Coordinator**.

In this role you will be responsible for: Planning, coordinating, implementing, and evaluating the liturgical prayer life of the Dominican Sisters of Houston in collaboration with the Liturgical Advisory Group. Examples of celebrations include daily Mass, Dominican feasts, jubilees, funerals, feasts of the annual liturgical calendar, etc.

Hours: Day shift with some evening, holiday and weekend hours.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Ensures all liturgical events are well planned and celebrated with coordination of effort, collaboration, and maximum participation.
- Oversees the preparation of liturgical celebrations appropriate to the liturgical seasons: Advent, Christmas, Paschal Mystery (Lent, Holy Week, and Easter), Pentecost, Season of Creation, and Ordinary Time.
- Communicates effectively with sacramental ministers (priests), music minister, sacristan, and chairs Liturgical Advisory Group, which assists in planning and implementing liturgical events and educational outreach.
- Serves as a resource for groups/individuals planning or sponsoring celebrations in the Chapel and for congregational events as appropriate.
- Maintains a relationship with the Archdiocese of Galveston-Houston, participating in diocesan sponsored events pertaining to liturgy as appropriate.
- Promotes opportunities for a variety of types of communal prayer.
- Promotes the use of a variety of musical compositions and cultural/artistic expressions in liturgical celebrations and prayer.
- Builds relationships with Sisters and recruits volunteers for sacristans, cantors, lectors, altar servers and liturgical ministers.
- Maintains visible presence at congregational worship events.
- Meets and collaborates regularly with the Liturgical Advisory Group.
- Performs other duties as assigned.

Education: Bachelor's degree in theology or equivalent.

Experience: Three to five years experience in liturgical leadership with women religious preferred.

To apply: Please email cover letter and resume to Paula Porter pporter@domhou.org

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