

Pax Christi Catholic Church

To help people encounter, become and share the peace of Christ

All staff roles engage parishioners in formation, the life of our parish, and service opportunities within Pax Christi and the wider Rochester area.

Liturgy Coordinator

*This role assists in the **advancement of the mission and vision** of Pax Christi Church, through these responsibilities:*

Key Ministry Responsibilities with Time Budget:

60% Liturgical Ministry

20% Clerical Ministry

20% Parish Engagement

Liturgical Ministry

Coordinate the parish worship program, including the implementation of liturgical seasons and sacramental in collaboration with the Pastor, Pastoral Associate, and Music Director.

- Organize personnel, staff and volunteer presence at weekends and Holy Days
- Regular presence at Sunday Mass and Holy Days
- Oversee the aesthetic décor and cleanliness of the worship space, the provision of sacred vessels and vestments, and the maintenance of an effective sound and projection system
- Assist Pastor in educating members of the parish and serve as a parish resource in matters of liturgical understanding, sensitivity, and planning
- Plan special events such as May Crowning, Corpus Christi, etc.
- Liaison with the diocese for Liturgy
- Prepare presider and deacon binders, manage Sunday You Tube live stream, and prepare slides for Mass and special celebrations

Clerical Ministry

- Manage Liturgy budget
- Maintain Faith Catholic petition subscription
- Purchase missals, homily helps, vigil lights, and other resources
- Report Copyright usage
- Manage OCIA paperwork and process alongside the Pastoral Associate and volunteers of the parish

Parish Engagement

- Recruit liturgical ministers
- Coordinate liturgical celebration volunteers and logistics in conjunction with the Information Coordinator.
- Assist Pastoral Associate in engaging parishioners in the development of their faith.

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Role Expectations as a Staff Member at Pax Christi:

Occasionally attend and contribute to:

- Regular meetings with Pastor, Director of Parish Mission, Director of Music and Pastoral Associate
- Auxiliary parish staff/committee meetings as assigned

Grow in knowledge, skills or understanding through:

- Diocesan meetings and workshops as directed
- Continuing education as directed
- Spiritual formation opportunities, as offered
- Guidance and feedback from other parish leadership and parishioners
- Acceptance and completion of other duties as assigned

Knowledge, Skills, and Abilities Required:

1. Must be an active member of Roman Catholic parish faith community
2. Must teach, adhere to, and strive to live out the values of the Catholic faith
3. Bachelor's degree in Theology, Liturgy, or related field or be able to demonstrate how previous experience can be substituted for a degree
4. 2+ years of volunteer/paid experience in related field preferred
5. Above average verbal communication skills
6. Above average proficiency in written forms of communication
7. Familiarity with/desire to learn the Google Apps
8. Familiarity with/desire to learn Flocknote, social media, and other new forms of communication

Working Conditions

Part-time, non-exempt position will regularly include evening and weekend hours, averaging 20 hours per week including Sundays and Holy Days. Note that some weeks will be heavier than others based upon scheduled activities.

Accountability

The Liturgical Coordinator is accountable to the Director of Parish Mission.
Annual review with the Director of Parish Mission.

Compensation

Salary with benefits based on level of experience and as agreed up with the pastor and parish administrator

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Office:	Liturgy	Location:	Pax Christi Office
FLSA:	Non-Exempt	Reports To:	Director of Parish Mission
Benefit Eligible	Yes	Date Prepared:	June, 2025
Work Schedule	Part-time, occasional evenings and weekends	Most Recent Revisions:	June, 2025