

**CATHOLIC DIOCESE OF SAGINAW**  
**Position Description**

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**NAME:**

**DATE:** TBD

**TITLE:** Coordinator of the Office of Liturgy

**OFFICE:** Diocesan Office of Parish Life and Evangelization

**SUPERVISOR:** Director of the Office of Parish Life and Evangelization

**STATUS:** Full-time, Exempt

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**Purpose:**

The purpose of the offices of the Diocese of Saginaw is to foster effective evangelization, collaboration, and communication among the priests, deacons, religious, and lay Faithful; leverage the collective gifts and talents of the local Church to proclaim the Gospel in word and deed; and share, under the guidance of the Bishop, the love of Our Lord Jesus Christ in joyful expectation of a New Pentecost.

**Core Values:**

All ministerial team members serving in the diocesan offices give witness to the following in their daily service:

- **Rooted in faith:** prayerful, anchored in the Holy Spirit, nourished by the Eucharist; transformed in faith and love of the Lord
- **Focused on relationship:** trustworthy, considerate, empathetic; good follow-up and follow through
- **Equipped to facilitate solutions:** competent, collaborative; engaging
- **Guided by proactive listening:** responsive, open to feedback, reliable, observant
- **Animated by shared mission:** resilient, resourceful, focused, courageous, humble

**I. GENERAL DESCRIPTION**

The coordinator's principal responsibility is the formation and preparation of liturgical ministers and liturgical committees, specifically, as the coordinator of the work of the Diocesan Worship Commission; serves as a resource to Diocesan parishes and institutions as well as Diocesan staff and offices; serves as consultant to the Bishop; maintains contacts with the *Bishops' Committee on Divine Worship* of the USCCB; acts as the primary liaison to the *Federation of Diocesan Liturgical Commissions*.

**II. DUTIES AND RESPONSIBILITIES**

- Identifies and prioritizes goals and objectives for the Office of Liturgy that are in alignment with diocesan goals and objectives
- Responsible for the programming of the Office, including but not limited to: short and long-range planning concerning Liturgy and the Rites of the Church; educational programming concerning liturgical books, sacred music, and the Rites of the Church.

- Plans and implements all diocesan episcopal liturgical celebrations (e.g. Rite of Election/Call to Continuing Conversion, Chrism Mass, Ordinations, Rite of Candidacy, etc.)
- Supervises liturgical building and renovation projects for parishes and diocesan institutions
- Provides liturgical music guidance to parishes and diocesan institutions
- Oversees the preparation of Diocesan liturgies
- Prepares and administers the Office of Liturgy budget
- Serves as the Bishop's delegate for the canonical process for liturgical formation and certification of all Extraordinary Ministers of Holy Communion [EMHC] and supervises the process of all record-keeping and maintenance of all necessary information for a diocesan data base of all certified EMHC
- Maintains contact with all priests, deacons and directors of parish life via liturgical advisories regarding any updates, changes and/or implementation of all liturgical matters throughout the Diocese
- Maintains contact with the chairpersons of parish worship commissions, music ministers, parish liturgists, pastors/pastoral administrators to be of assistance to them and their parish commissions
- Designs and manages liturgical workshops, retreats, seminars for ongoing liturgical education of clergy and laity
- Serves as resource for funeral arrangements for all priests and deacons (in collaboration with the Vicar for Priests and the Director of Deacons), the dedication and blessing of new churches, shrines and facilities, commissioning rites, anniversaries, etc.
- Develops and maintains resource material in the area of liturgy, music, and initiation; reviews, updates and recommends such resources for parish use
- Provides effective communications and implementation of plans for all liturgical changes, guidelines, and policies in the Diocese
- Keeps abreast of and implements the various guidelines and policies regarding art and architecture in the church
- Provides liturgical consultation for all matters regarding liturgical renovations and/or changes within all parish worship spaces
- Provides liturgical consultation and, if appropriate, meetings and/or workshops for Vicariates and parishes affording ongoing liturgical formation

### **III. COLLABORATIVE RELATIONSHIPS**

- The coordinator is accountable to the Director of Parish Life and Evangelization and works directly with the Liturgical Liaison
- Organizes, develops, and works with an advisory body on art and architecture
- Represents the Diocese in Region VI of the Federation of Diocesan Liturgical Commissions, Region VI Directors of Initiation, and NPM
- Serves as an ex-officio member of the Diocesan Building Commission (or delegates an appropriate representative)
- Serves in a collaborative and supportive manner with the members of the Office of Parish Life and Evangelization

- Serves on and resources other diocesan task forces and committees as needed

#### **IV. WORKING CONDITIONS**

- Work environment is primarily involves office work
- This position also involves some travel, evening, and weekend meetings, events, and liturgical celebrations

#### **V. QUALIFICATIONS**

- Master's Degree in Liturgy or related field
- Minimum of five years experience in Roman Catholic liturgical planning and music
- Strong interpersonal skills that result in a collaborative work environment
- Leadership and management skills that effectively make use of people's gifts and talents to produce fruitful work for the Saginaw Diocese
- Strong oral and written communication skills
- Computer literacy (e.g. Microsoft Office, Outlook)
- Ability to work collaboratively within a diverse organization (e.g. staff, peers, supervisor, parishes, schools)

#### **VI. ADDITIONAL REQUIREMENTS**

- Continuing education and formation is supported and it is expected that the Coordinator of the Office of Liturgy engages in these opportunities as appropriate
- Attend the Diocese of Saginaw Safe Environment Training for new hire employees within the first 30 days of employment
- Successful completion of criminal background check, pre-employment physical and drug screening

#### **JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Signature of Employee

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Date