



ARCHDIOCESE OF PORTLAND IN OREGON

Human Resources

POSITION TITLE: Liturgy and Faith Formation Coordinator

Opening Date: April 23, 2018

Location of Job: St. Therese Catholic Church

Location Address: 1260 NE 132nd Avenue, Portland, OR 97230

Position: Part Time

Position Summary: Work is generally performed in an office environment, with standard office equipment available. The position would entail 3-4 days per week in the parish office at 4-5 hours. A car is required- as offsite meetings are occasionally required. Must be able to lift 20 pounds and be able to operate audio/visual equipment.

Job Duties:

1. Liturgy:

- With pastor and liturgy committee, plan and implement liturgies for the church year, schedule committee meetings at least twice a year, 1 - 2 months prior to Advent-Christmas and Lent-Easter
- Recruit and train liturgical ministers once a year (altar servers, lectors, Eucharistic ministers, greeters, ushers, sacristans)
- Make new liturgical minister schedules for January - June and July - December
- Attend all Sunday, and occasional Saturday vigil masses to ensure presence of all liturgical ministers, finding replacements or filling-in, when necessary
- Thursday school mass
- With pastor, plan and implement school mass calendar
- Recruit and train student altar servers (5th - 8th grades) and lectors (8th grade only), and teacher/staff Eucharistic Ministers each year

- Make schedule for school mass liturgical ministers
 - Set up, assist, and clean up at all school masses
 - Constantly monitor liturgical supplies and purchase same where needed (altar, ambo, tabernacle and Marian candles, votive candles, purificators, corporals, wine, Ordos, Missalettes)
 - Collect and record liturgical minister sign-in sheets each week
 - With pastor, plan and implement annual Lenten Penance Service
 - Schedule and implement seasonal devotions (Stations of the Cross, Divine Mercy Sunday)
2. Homebound Ministry:
- Recruit and train homebound ministers
 - Upon reception of request for homebound communion, coordinate with volunteers
 - Schedule a homebound minister meeting once each year to encourage and update records
3. Funerals:
- Meet with priest and families to schedule and plan liturgy
 - Recruit liturgical ministers
 - Correspond with funeral home for arrival of casket or cremains and flowers
 - Set up and assist at funeral
 - If a reception is held, coordinate with funeral reception volunteers
4. Faith Formation:
- Sacramental preparation (baptism, first communion, confirmation)
 - With pastor, select and implement curriculum for sacramental preparation
 - Create sacramental preparation calendar and registration forms
 - Make bulletin and mass announcements
 - Collect registration forms, fees, and relevant documents
 - Create Microsoft Excel spreadsheets with names and contact information
 - Prepare and teach lessons as scheduled (first communion & confirmation on alternate Sunday mornings, infant baptism as needed)
 - Correspond regularly with families regarding schedule, upcoming events, make-up lessons, etc.
 - Coordinate, set up and assist at all sacramental celebrations
5. Staff and Vicariate Meetings:
- Participate in all staff meetings,
 - Serve as parish representative at vicariate meetings

Skills / Education:

1. A bachelor's degree in theology or catechetical preferred
2. Experience training liturgical ministers, scheduling and coordinating liturgies
3. Excellent interpersonal skills
4. Proficient in Microsoft Word, Excel, Outlook, PowerPoint
5. Other requirements:

- Demonstrated attention to detail, a professional attitude and the ability to maintain proper confidentiality
- Assist with other administrative projects, as needed,
- Weekend work on Sundays and an occasional Saturday, including Holy Day masses during Christmas and Holy Week as required
- Must be able to pass a background check

Please send your resume and cover letter to:

St. Therese Parish

Attn: Amy Graves

1260 NE 132nd Ave

Portland, OR 97230

amy@stthereseor.org

503-256-5850