

Job Description
St. Timothy Catholic Community
1730 W. Guadalupe Road
Mesa, Arizona 85202
(480) 775-5200 Fax (480) 820-7984

Title: Assistant Liturgy Coordinator
Position Reports To: Director of the Liturgy Department
Department: Liturgy
Hours: Flexible Part time (varied # of hrs. per week) requires weekend and evening availability

Responsibilities and Specific Job Duties:

1. Works collaboratively with the Pastor, Director of Liturgy, Liturgy Staff and parish staff
2. Assist families with the planning of a funeral
3. Coordinate, set-up for and execute the Funeral service
4. Responsible for coordinating all Funeral Receptions
5. Responsible for the Funeral Apostolic Team
6. Follow-up with bereaved
7. Responsible for planning, organizing, implementing and executing special Masses or celebrations for bereaved:
8. Responsible for Grief Support Coordinators
9. Responsible for planning, organizing, implementing and executing Catholic based grief support groups 2 times per year
10. Responsible for grief referrals
11. Responsible for planning and executing of all Weddings (including rehearsals)
12. Responsible for all advertising and outreach related to Grief and Bereavement ministry
13. Provide assistance and back-up for weekday and weekend Liturgies when needed
14. Provide assistance and back-up for all aspects of Pastoral Care when needed
15. Answer ministry correspondence in a timely manner
(emails, letters, telephone calls, etc.)
16. Tasks deemed necessary by the Pastor, or Director of Liturgy

Skills and Qualifications:

1. Must be an active member of a Roman Catholic Parish and in good standing with the Church.
2. Willingness and ability to support the mission of the Church, the Pastor, Director of Liturgy, Director of Music, and the Liturgy Coordinator
3. Strong understanding of Liturgy and music
4. Education: High school graduate and some college credits preferred
5. Excellent organizational skills and the ability to multi-task
6. Effective communication and people skills
7. Ability to maintain standards of confidentiality
8. Ability to work well with other as well as independently

Job Performance:

1. Job performance will be assessed annually with the Director of the Liturgy Department
2. Weekly work schedule is flexible and based on the needs of the Parish