

Lectors’ Coordinator

➤ Overview

The Lectors’ Coordinator supervises, manages, trains and schedules all lectors for all liturgical celebrations.

➤ Activities/Responsibilities

- Maintains a contact list of Lectors.
- Ensures any changes in the list of Lectors are communicated promptly to the Parish Volunteer Screening Committee.
- Arranges scheduling for lectors for all liturgical celebrations.
- Is available on an ongoing basis to offer support, suggestions and feedback on any questions or concerns lectors may have.
- Assists in the recruitment of Lector candidates.
- Designs and implements an effective training process that includes: reflection on the theology of the Liturgy of the Word, examination of the structure of the Lectionary for Liturgy, rehearsal of ceremonial procedures, and vocal coaching with respect to use of microphone, volume, pacing, posture, etc.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavor.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Is available for meetings and training on both the Parish and diocesan levels.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

➤ Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church who has been duly prepared and appropriately commissioned for this role.
- Must be at least 18 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate experience as a Lector.
- Has a developed appreciation for the theology of the Liturgy of the Word and the duties of Lectors.

- Is devoted to and understands the importance of the liturgical celebrations of the Church community.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Possesses a love for the Bible and an aptitude to share this Word with others as well as a willingness to grow in understanding the scriptures through study, prayer and reflections.
- Committed to prayer, gospel values and growth in personal holiness.
- Has enthusiasm, a positive attitude and good public speaking skills.
- Has a spirit of generosity.

➤ **Orientation and Training**

Standard parish orientation program.

➤ **Participant Group**

Lectors

➤ **Support, Supervision, and Evaluation**

The Pastor and/or his delegate(s) is/are the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

_____ year term.

➤ **Benefits and Working Conditions**

Will directly impact the liturgical experience at the parish.

Will further develop leadership, training and facilitation skills.

Will develop deeper appreciation for Sacred Scripture.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a General risk position

Completion of a Volunteer Information Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Lectors' Coordinator currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

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