

Liturgical Hospitality Coordinator

➤ Overview

Under the direction of the Pastor, the Liturgical Hospitality Coordinator supports the Liturgical Hospitality volunteers in serving the liturgical life of the parish.

➤ Activities/Responsibilities

- Be an active Liturgical Hospitality volunteer.
- Maintains a contact list of Liturgical Hospitality volunteers (includes Ushers & Greeters, Liturgical Environment Planners, etc).
- Ensures any changes in the list of Liturgical Hospitality volunteers are communicated promptly to the Parish Volunteer Screening Committee.
- Arranges scheduling for Ushers & Greeters for all liturgical celebrations.
- Is responsible for recruiting Liturgical Hospitality volunteers.
- Trains and supervises Liturgical Hospitality volunteers.
- Attends Liturgical Committee meetings as needed.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Responds appropriately to particular needs or emergencies within the assembly.
- Carries out other functions as requested by the Pastor and/or Pastoral Team.
- Attends meetings of Ministry Coordinators as requested by Pastoral Council.

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 in good standing with the Church, Pastor and community.
- Must be at least 21 years of age.
- Has a minimum of 1 year experience as a Minister of Liturgical Hospitality.
- Is recognized within the parish community as a person of good reputation.
- Has the ability to work with others as a team.
- Has good organizational skills.
- Is skilled in group process, interpersonal communication and collaboration.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Has a helpful, supportive and non-threatening attitude when working with people.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Pays close attention to detail.
- Has a spirit of generosity.

➤ **Orientation and Training**

Standard parish orientation program and training provided by the previous Liturgical Hospitality Coordinator.

➤ **Participant Group**

Liturgical Hospitality volunteers, the parish community.

➤ **Support, Supervision, and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

_____ year term.

➤ **Benefits and Working Conditions**

Will have a direct impact on the liturgical experience at the parish.

Will further develop social and hospitality skills.

Will further develop leadership and organizational skills.

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 Liturgical Hospitality

Coordinator currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

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