

Position Description

Position Title: Liturgy & Spiritual Outreach Coordinator **Department:** Pastoral Ministries
Reports to: Pastor **Effective date:** Immediately
Status: Salary (Negotiable), Full-time, Benefits eligible

Opening Date: 11/10/21

Closing Date: When Filled

Location of Position: Queen of Peace Catholic Parish

Location Address: 4227 Lone Oak Rd SE, Salem, OR 97302

Position Summary: The Liturgy & Spiritual Outreach Coordinator (hereafter, LSOC) assists the pastor in the fostering of the liturgical life of the parish according to the mind and heart of the Catholic Church, specifically the norms as celebrated in the Archdiocese of Portland in Oregon. Special attention is paid to the reverent celebration of the liturgical seasons and evangelization, both within and outside the parish.

Supervisory responsibilities: None.

Duties/Responsibilities:

- Helping set-up and clean up for the weekend Masses and assisting during the Mass as necessary.
- Scheduling, training, and providing ongoing formation for liturgical volunteers.
- Helping prepare funeral liturgies with the family and organizing funeral luncheons as necessary.
- Helping prepare nuptial liturgies with the couple and other wedding details as necessary.
- Assisting in the preparation, set-up, and reverent celebration of special liturgies throughout the year, especially Christmas, Holy Week, the Sacred Triduum and Easter.
- Ordering and organizing liturgical supplies.
- Serving as secretary and member of the Pastoral Advisory Council.
- Supporting other spiritual outreach ministries in the parish and outside the parish (e.g., Homebound Ministry, Adaptive Liturgy, Shawl Ministry, Life Ministry, Family Promise, etc.).
- Assisting in the digital evangelization/outreach ministry of the parish to the extent possible (e.g., parish website, Facebook, YouTube).
- Frequent collaboration with the pastor and parish staff to support the overall mission of the parish.
- Other duties as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal, listening and teamwork skills.
- Strong desire to learn, develop and improve.
- Deep appreciation for and love of the Church's liturgy.
- Ability to delegate appropriately.

Education/Experience

- High school diploma or equivalent.
- Some theological and liturgical knowledge preferred.
- Some experience working in a pastoral setting preferred.

Physical Requirements

- Ability to lift 25 pounds at times.
- Ability to stand on one's feet and walk for long periods.

Please send resume and cover letter to Father Tim Mockaitis, ftim@qpsalem.org, to apply.