

Director of Liturgy at Jesus the Good Shepherd

- 1.) Oversee all liturgical Ministries and volunteers, including: Lector, Greeter, Eucharistic Minister, Children's Liturgy of the Word, Environment, Sacristans, Altar Servers, and Live Stream Ministries.
- 2.) Manage and run a Liturgy Committee consisting of the coordinators for the ministries, clergy, and student/senior representation of the community. Liturgy Committee meets every 6 weeks around the Liturgical Calendar.
- 3.) Organize guest speakers for the Liturgical Ministers with hospitality for trainings and workshops 1-2 times per year.
- 4.) Order training books, lector books, liturgical items as needed for general operations along with the front office assisting in larger orders of bread, wine, candles.
- 5.) Create/edit liturgical scripts for various Rites, Solemnities, Feasts, and Celebrations for the JGS liturgical calendar. This includes RCIA Rites, Confirmation (and Rites/Retreats), First Holy Communion (and its Rites), Mass of Remembrance, Christmas, Easter, and Covenant Sunday.
- 6.) Coordinate for the Environment Committee the flower ordering, delivery, and process for Easter/Christmas. Also coordinate with volunteers to hang the liturgical banners and change with the liturgical season.
- 7.) Over see scheduling of Liturgical Ministers through the database MSP, coordinate with Sheryl about special Masses and schedules, and make sure that volunteers are listed as trained, certified, etc for the various Liturgical Ministries.
- 8.) Coordinate for Funerals with the family of the deceased and meet with them to select the readings and music for the Funeral Mass. Create the program and process the funeral through the "Funeral Intake and Evangelization" Form and the steps needed to shepherd families of the deceased.
- 9.) Maintain the Liturgy page on the CCJGS church website, as well as maintain contact info for Liturgical Coordinators and the training/info on the page for various Ministries.