



JOB DESCRIPTION

Position: Liturgy Coordinator
Position Status: Full Time
Schedule: Monday—Friday, Some Weekends and Evenings
Pay Range: \$22 - \$26 per hour
Category: Non-Exempt

Supervisor: Reports to the Funeral Manager or other supervisor as may be assigned.

Job Summary: The primary role of the Liturgy Coordinator is to ensure that the Catholic services offered at CFCS locations are reverent, dignified, and faithfully adhere to the liturgical norms of the Catholic Church.

CFCS Liturgy Coordinator assists Funeral Arrangers, Funeral Directors and Family Service Advisors in their efforts to serve families in their time of need or in their advanced planning by handling the liturgical aspects of funerals and burials. Upon request, the Liturgy Coordinator works with families to help plan the Vigil Service, Funeral Mass, and Committal, including the selection of readings, music and other parts of the Mass.

Essential Functions:

1. Guide individuals and families thru the three (3) Rites of Christian Funerals.
2. Consult with families to plan funeral liturgical services; choose readings, select music, etc. and provide liturgical guidance for families and individuals wanting to plan their funerals.
3. Conduct Committals at any of CFCS's cemeteries; Rosaries and/or Vigils at CFCS properties or Parishes.
4. Prepare funeral liturgy packages including readings and information and guidelines pertaining to Catholic funeral rites.
5. Recruit and schedule clergy and/or musicians as needed.
6. Set up funeral Masses at CFCS Chapels; clean and replace items after Mass as may be assigned.
7. Provides liturgical instruction and training to staff at the direction of management.
8. In conjunction with others, prepares liturgical policies, programs and procedures.
9. Assist at Mass as needed (reading; distributing communion; cantor).
10. May be assigned to provide instruction/training to parish bereavement ministries, to help them better understand Catholic funeral rites, and their role in ministering to families in time of need.



11. Ensures assigned CFCS sacristies are clean, well-organized, and supplied and that vestments and other items are clean, functional and in good repair.
12. Procures supplies and manages Sacristy and Mass supply budget.
13. Maintains CFCS Directory of Parishes and Priests.
14. Organize and distribute Clergy Records to Parishes for all funeral services.
15. Builds and maintains quality relationships with active and retired clergy.
16. Other duties as may be assigned from time to time by manager.

Minimum Qualifications:

1. Certified Funeral Arranger, preferred
2. Roman Catholic Deacon, preferred
3. Must hold a valid California Driver's License.
4. Must be a Catholic in good standing with the Diocese of Sacramento.

Education:

1. High School Diploma or equivalent.
2. Associate Degree, preferred

Ability:

1. Must be able to lift at least 50 lbs.

Skills/Knowledge:

Practicing Catholic with knowledge and understanding of the Catholic Church; Proficient in Microsoft Office Products (Word, Excel, Access, Outlook); excellent interpersonal and phone skills; great organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; able to work in a team-oriented environment; handle multiple assignments consecutively and prioritize workload.