

**Job Title:** Liturgy Coordinator

**Department/Agency:** School of Theology and Seminary

**Length of Position:** Academic Year

**Function/Description of the Position:**

The Liturgy Coordinator is responsible for: 1) coordination of liturgies and prayer services in accord with the mission and purpose of worship and the practical needs of all those involved in SOT worship; and 2) day-to-day maintenance of the Mary, Mother of God Chapel at Emmaus Hall for the SOT/SEM community. The Liturgy Coordinator also serves as Sacristan.

**General Duties and Responsibilities:**

*Liturgy Coordinator*

- Reports to and works in collaboration with the faculty Liturgy Director.
- Works in collaboration with student Liturgy Committee and its chair.
- Attends Liturgy Committee meetings, serves as *ex officio* member, records and posts meeting minutes.
- Prepares and prints leaflets; assists with this as necessary in the case of practica students preparing leaflets.
- Determines at the beginning of the semester, in collaboration with the Liturgy Committee chair, the schedule of all SOT liturgies in coordination with all other events in the SOT and on campus.
- Schedules Mass presiders and faculty/student liturgical ministers for all liturgies.
- Coordinates longer-term projects as needs arise.
- Sends weekly reminders to all liturgical ministers and coordinates substitutes if needed.

*Sacristan*

- Cares for the liturgical vessels, books, and supplies for Eucharist and Midday Prayer – including laundering altar linens, trimming and replacing candles, washing and polishing vessels, and restocking supplies as needed (seven-day candles, altar bread, wine and other items).
- Sets up and cleans up for weekly Eucharist (Tuesdays at 11:30 a.m.) and Midday Prayer (Thursdays at 11:30 a.m.) – including set-up of all Mass supplies including vestments in sacristy before Mass; set up and take down of candles, books, hymnals, and worship leaflets; sending vestments for laundering as needed. Attendance at weekly Eucharist and Midday Prayer is mandatory.
- Maintains and enhances art and environment of Mary Mother of Our Redeemer Chapel, including seasonally appropriate flowers and plants, art work, and furniture placement, in collaboration with the student Liturgy Committee.
- Maintains, organizes, and keeps in order everything in the sacristy and music supply room.
- Organizes a thorough cleaning of the chapel once a semester.
- Monitors floor washing and carpet vacuuming by student cleaning staff.
- Maintains contact with outside groups who use the chapel from time to time, including maintenance of chapel schedule.

**Minimum Qualifications:**

- SOT/SEM student, with preference given to students in liturgy or liturgical music.
- Basic knowledge of liturgy and liturgical planning and coordination.
- Ability to work well with others, open to suggestions, and flexible.

- Strong organization and communication skills.

**Supervision:**

The Liturgy Coordinator is supervised by the faculty Liturgy Director.

**Work Schedule:**

15 hours per week. Must be available for weekly Eucharist (Tuesdays at 11:30 a.m.) and Midday Prayer (Thursdays at 11:30 a.m.).

**Contact:**

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