

Position: Liturgy Coordinator

Location: St Mary Cemetery and Funeral Center

Category: Non-Exempt

Full Time: Monday - Friday 8:00a - 4:30pm (Occasional nights and weekends required)

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 better 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 them plan the vigil service, funeral Mass and committal, including the selection of readings, music and other parts of the Mass.

The Liturgy Coordinator works with the Director of Community Outreach to serve as a consultant to parishes to help them understand, organize and plan funeral liturgies. The Liturgy Coordinator is available to assist priests in planning and/or assisting at funeral services at St. Mary Funeral Center and other CFCS locations.

Finally, the Liturgy Coordinator may conduct Vigils, Rosaries, and Committals as needed.

DUTIES:

- Consult with families to plan funeral services; choose readings, select music, etc. and provide liturgical guidance for families and individual wanting to plan their funerals.
- Conduct Committals at any of CFCS's cemeteries; Rosaries and/or Vigils at CFCS properties or Parishes.

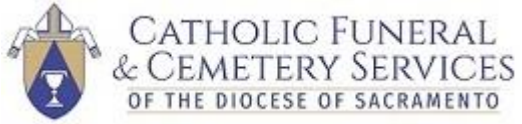


CATHOLIC FUNERAL
& CEMETERY SERVICES
OF THE DIOCESE OF SACRAMENTO

- Prepare funeral liturgy package including readings and information and guidelines pertaining to Catholic funeral rites.
- Recruit and schedule clergy and/or musicians as needed.
- Set up funeral Masses at SMFC; clean and replace items after Mass as may be assigned.
- Provide liturgical instruction and training to Funeral Center staff.
- Assist at Mass as needed (reading; distributing communion; cantor).
- 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.
- Manage sacristies. Ensure that the sacristy is clean, well-organized and supplied and that vestments and other items are clean, functional and in good repair.
- Other duties as may be assigned from time to time by manager.

Requirements:

- Must be able to work with and guide individuals and families who are grieving thru the three (3) Rites of Christian Funerals.
- Must be able to show compassion and understanding, sometimes under difficult circumstances.
- Must be able to work in a team environment and work with staff members from different departments and across different levels.
- Must have excellent oral presentation and writing skills
- Roman Catholic Deacon in good standing with the Diocese of Sacramento is preferred.
- Must be able to lift and carry items up to 20 lbs.
- Must be able walk, stand and sit for periods of time, reach up and down, and bend at the waist and knees.
- Must have a current, valid CA Driver's license.
- Must have working knowledge and be proficient with Microsoft Office products



Reporting:

- Sr. Manager of Funeral Services or other manager as may be assigned

Updated: August 2, 2021