



St. Patrick Catholic Church of Gretna JOB DESCRIPTION

Job Title: Liturgical Minister and Youth Group Leader

Effective Date: October 8, 2020

Job Summary: This position combines two part-time job functions into one full-time position. The incumbent is responsible for coordinating the lay liturgical ministries and leading the high school youth group of St. Patrick Catholic Church of Gretna. These duties require collaboration and coordination with the pastor, music director, religious education director, and parish staff. We have a particularly strong interest in inspiring our members and youth to learn, understand, appreciate and revere the Real Presence of Jesus in the Holy Eucharist.

Liturgical Minister – Primary Duties and Responsibilities:

1. Coordinate the lay liturgical ministries of the parish to include, but not limited to: Lectors, Extraordinary Ministers of Holy Communion, Sacristans, Altar Servers, Ushers, Eucharistic and Perpetual Adoration, Gift Bearers, Ushers and Greeters, Vocations Box, Linen Care, and Art and Environment in the sanctuary and other sacred spaces.
2. Work with the pastor and the parish staff in planning the liturgical seasons to meet the needs of the liturgical ministries of the parish.
3. Prepare quality liturgies for all liturgical events in the parish, including daily and Sunday liturgies, sacraments and the Rite of Christian Initiation for Adults (RCIA), Advent, Christmas, Lent and Holy Week liturgies.
4. Prepare parish Advent/Christmas and Lent/Easter ministry volunteer assignments and schedules, and direct them to the bulletin editor for publication.
5. Oversee and participate in the recruitment, training, scheduling, communication and implementation of our needs for and with our volunteers who serve in our lay liturgical ministries, including (but not limited to):
 - a. Lectors (initial training and Mandation is conducted by the Archdiocese of Omaha, internal training and enrichment at St. Patrick Catholic Church of Gretna)
 - b. EMHC's (initial training and Mandation is conducted by the Archdiocese of Omaha, internal training and enrichment at St. Patrick Catholic Church of Gretna)
 - c. Ushers and Greeters (work closely with the Hospitality Team in how we receive members and guests at our liturgies)
 - d. Sacristans (annual meeting of sacristans as well as training in duties for wedding liturgies)
 - e. Altar Servers (including recordkeeping of service for annual Serra Club Awards and celebrations throughout the year for servers and their families)
 - f. Rosary Reciters and Prayer Leaders (train Rosary Reciters, serve as liaison for special prayer services such as the Our Lady of Perpetual Help devotion after daily Mass on Tuesdays, prayers for priests after daily Mass on Wednesdays, Liturgy of the Hours prayers after daily Mass on Fridays, vocation prayer following weekend Masses recited after the St. Michael Prayer, etc.)
 - g. Hospitality Team (Greeters and Ushers present before and/or after Mass)
 - h. Musicians (work closely with our music director to know ahead of time who will be singing and/or providing the music for each Mass and provide to bulletin editor for publication)
6. Work with parish committees and organizations requesting involvement in the areas of prayer and liturgy.
7. Schedule, coordinate and supervise the duties of volunteers in the laundering of altar linens, the care of the sacristy and other related areas of the church.
8. Assist and work closely with the St. Rose of Lima Guild and others for updates or changes in Art and Environment in the church in accordance with the appropriate liturgical season.
9. Schedule pastor and deacons for all Masses and arrange for supply priests or Communion Services when appropriate.
10. Serve as a liaison to assist the Pastor and the RCIA Team in planning and coordinating the RCIA program, and arrange for specific needs for related RCIA liturgies.



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11. Work closely with the director of religious education to plan and prepare for the First Holy Communion and Confirmation of our youth.
12. Order vestments, hosts, wine, candles, and other altar supplies as needed.
13. Maintain the liturgy storage areas in the sacristy and the church.
14. Attend staff, Parish Council, professional meetings, workshops and/or training sessions as requested.
15. Perform other related duties as requested or assigned.

Youth Group Leader – Primary Duties and Responsibilities:

1. Oversee and manage the High School Youth Group program, working an average of 5-10 hours a week (various times of the year may require additional preparation), including three hours every Wednesday evening during the school year (e.g., a typical Wednesday consists of a prayer night, in-home night, apologetics or church teaching night, various other activities and/or free nights).
2. Recruit, organize, train and support small group leaders and assistants.
3. Communicate calendar dates and other important information to parents at least monthly.
4. Organize and keep track of small groups and contact information.
5. Prepare for and ideally attend trips sponsored by the parish and Youth Group.
6. Lead and develop a small group of teens.
7. Work closely with our director of religious education to plan and host the annual youth group fundraiser, usually during the fall season.
8. Perform other related duties as requested or assigned.

Necessary Knowledge, Skills and Abilities:

- Interest and aptitude for furthering the mission and evangelization goals of St. Patrick Catholic Church.
- Knowledge of the teaching and practices of the Catholic faith.
- Ability to work as a team player with the pastor, staff, parishioners, vendors, visitors and volunteers, and present a positive image of the parish.
- Discretion and ability to keep knowledge gained from work in strict confidence and maintain professionalism at all times.
- Ability to manage multiple responsibilities and projects effectively, be flexible and adaptable to new and changing situations, and meet several daily deadlines.
- Proficient use of Microsoft Office (Word, Excel, PowerPoint).

Minimum Education and Experience:

- A degree or a certificate in liturgy, ministry or theology is preferred, but equivalent work experience is acceptable.
- 3-5 years of experience in liturgical ministry is preferred.
- Experience and an interest in mentoring and working with youth (safe environment training and certification is required and provided by the Archdiocese of Omaha).

Position Status:

Salaried/Exempt

Reports To:

Pastor