



OBLATE SERVICE CORPORATION
Lourdes Grotto y Tepeyac de San Antonio

JOB OPENING

The **Lourdes Grotto y Tepeyac de San Antonio** is seeking candidates for the following employment opportunities:

Position Title: Liturgy Coordinator

Position Status: Full-time, Exempt

Summary of Description

The Liturgy Coordinator is responsible for planning, coordinating, and supporting all liturgical celebrations at the Lourdes Grotto y Tepeyac. This role ensures liturgies are prepared in accordance with Catholic liturgical norms, collaborates with clergy and pastoral teams, and oversees logistics, volunteers, and liturgical readiness throughout the liturgical year.

Essential Duties and Responsibilities

1. Liturgical Planning & Execution

- Plans and coordinates all liturgical celebrations in collaboration with the Grotto Director of Ministry and pastoral/liturgy teams.
- Ensures all liturgies are properly prepared, executed, and supported with appropriate ministers, materials, and schedules.
- Reviews and applies liturgical norms, liturgical year guidelines, and rubrics to all planning.

2. Liturgical Support & Oversight

- Coordinates personnel involved in liturgies (lectors, altar servers, sacristans, ushers, etc.) as needed.
- Ensures set-up and removal of liturgical items, furnishings, and any required materials for celebrations. (Derived from similar music-related setup duties.)
- Supports liturgical environment preparation for feast days, seasonal changes, bilingual liturgies, and special celebrations.

3. Collaboration & Communication

- Works closely with clergy, pastoral teams, and Musician Coordinator to ensure liturgical flow and cohesion between liturgy and music.
- Participates in liturgy preparation groups, planning committees, and staff meetings.
- Assists in developing participation aids and worship materials for the congregation.

4. Administrative & Compliance Duties

- Oversees time and attendance for liturgy staff and choir in the payroll system.
- Maintains liturgical resources, documentation, and planning tools.
- Ensures observance of church norms, legal guidelines, and copyright compliance for liturgical texts or worship aids.
- Ensure with Human Resources that annual training of ministers, compliance with safety and Preventing Child Sexual Abuse is completed.
- Ensure with Human Resources that Background checks for all volunteers are completed.
- Carries out other duties as assigned. .

Education and Experience

- Bachelor's degree in Liturgy, Theology, Pastoral Ministry, or related field preferred.
- Experience in Catholic liturgy, including understanding of liturgical documents, Roman Missal, Lectionary, liturgical calendar, and liturgical norms.

Skills and Qualifications

- Strong communication and teamwork abilities.
- Ability to multitask, meet deadlines, and manage complex liturgical schedules.
- Practicing Catholic required; bilingual (English/Spanish) preferred.
- Strong organizational skills with attention to detail.
- Professional demeanor, discretion, and integrity.

Work Hours

40 Hours per week, varies with feast and celebration days.

Interested candidates can send resume to mvaldez@omiusa.org

Employee referrals are welcomed

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