

LITURGICAL COORDINATOR

The liturgical coordinator is responsible for making sure that everything is in place before the liturgy begins. This minister pulls all the pieces together to assure a smooth flow and order to the liturgy.

Qualifications

The liturgy coordinator should:

- have a general understanding of each of the liturgical ministries
- have a good understanding of the flow of Mass
- get to know the people who are involved in each ministry
- be detail-oriented
- have a calm and reassuring manner
- be a good problem solver and motivator

Responsibilities

- Get to know everyone on your team! Greet them upon arrival and thank them when they leave.
- Make a note of any needed substitutes that you are made aware of (by phone call) before liturgy.
- Arrive at the church at least 20 minutes before the start of liturgy.
- Make sure that the Lectionary is on the Ambo and the Book of the Gospels (if used) is being carried in procession.
- Monitor the ministry sign-in sheet so that you know who have arrived.
- As liturgical ministers arrive, brief them on any special aspects of the liturgy (Baptisms, sprinkling ritual, etc.)
- Acquire additional Ministers of Holy Communion for special assignments
 - Be sure these ministers understand what they are to do.
- Organize and make sure that the procession proceeds according to specific seasonal norms.
- If any ministers are missing, recruit and brief substitutes.
- Note any “no-shows” on the checklist.
- During the collection check to be sure someone has gone back to bring up the gifts.
- Make sure that the offering gets placed into the safe either during or immediately after Mass (depending upon seasonal norms).
- Make sure that all of the worship aids have been picked up after your Mass.