

St. James Church

Omaha, NE

Liturgy Coordinator

The Liturgy Coordinator at St. James Church is a liaison who is responsible for collaborating with clergy, staff, ministry leaders, volunteers and musicians to plan and execute parish liturgies and music. The Coordinator develops and directs liturgical ministers and musicians to provide leadership on Sundays and other special liturgies that will lead parishioners “to that full, conscious, and active participation in liturgical celebrations called for by the very nature of the liturgy”.

- Arrange for all liturgical music-Weekends, Holy Days, Sacramental Services, etc. and be available to support and encourage the ministers at those times.
- Develop a Children’s Choir and encourage youth participation
- Select music for liturgical celebrations
- Actively participate as a musician/cantor at weekend liturgies.
- Arrange for Accompanists and Cantors for funerals
- Maintain choir library and liturgical/musical resources as needed
- Available to meet with the bride and groom and assist in planning the wedding liturgies.
- Approves non-parish musicians
- Arrange and schedule all liturgical ministers needed for services - -Lectors, EMHC’s and Musicians.
- Prepare sacramental services and liturgies Requirements Knowledge, Skills, and Abilities • Ability to work well and communicate with others. • Experience as a skilled choral director
- Must be able to play a piano
- Must have an understanding of the GIRM (General Instruction of the Roman Missal) and the rubrics of the Roman Missal
- Must be an active member, in good standing, of the Roman Catholic Church
- Must have a working knowledge of Microsoft Word, Microsoft Excel and email usage.

Application Instructions Send letter of interest and resume to, Fr. Tom Weisbecker,
frtom@stjamescatholicchurch.org