

Job Description: Coordinator of Liturgy/Pastoral Care

FLSA: Exempt

General Summary:

The Coordinator of Liturgy/Pastoral Care will provide services to two congregations of women religious: the Sisters of St. Francis, Clinton, Iowa, and the Congregation of the Humility of Mary, Davenport, Iowa. The Coordinator works in conjunction with the leadership of each congregation to ensure the sisters' pastoral and spiritual needs are met. The Coordinator is responsible for understanding the spirituality of both the Franciscan and Humility of Mary communities and for providing resources to help deepen the sisters' spirituality.

Principal Liturgical Duties and Responsibilities:

- Plans and coordinates liturgies for Sundays and major feast days
- Coordinates music for liturgies
- Coordinates and maintains the chapel environment
- Coordinates sacristans
- Facilitates community prayer
- Provides for a variety of prayer/retreat experiences, including days of reflection
- Works with other personnel of each congregation to plan funerals and jubilees
- Orders chapel supplies
- Observes all copyright procedures and laws
- Performs other duties as directed by the leadership

Principal Pastoral Care Duties and Responsibilities:

- Communicates with residents on a regular basis and identifies their pastoral care needs
- Identifies issues of grief, loneliness, depression, and end-of-life issues of individuals and provides resources needed to address these
- Accompanies residents as they move through transitions in their life
- Assesses and facilitates opportunities for spiritual enrichment
- Works with other appropriate personnel to provide education programs, as needed
- Performs other duties as directed by leadership

Knowledge, Skills, and Abilities Required:

- Familiarity with the Liturgical Seasons of the Catholic Church
- Bachelor's Degree in a related area or equivalent training or experience
- Familiarity with religious life, preferred
- Experience in liturgy, pastoral care, spirituality, or related field
- Strong communication skills
- Ability to be flexible and adapt to decreasing capacities of residents
- Ability to work with others
- Empathetic listener
- Experience working with an aging population, preferred
- Ability to play piano/organ, preferred

- Basic computer skills
- Ability to maintain a high level of confidentiality
- Have a valid driver's license
- Willingness to travel between the communities

Working Conditions:

Generally normal office hours, however, must be flexible to meet the needs of the congregation. Mixed periods of walking, standing, and sitting. Occasional lifting of up to 30 pounds.

Accountability:

The Coordinator of Liturgy/Pastoral Care is accountable to the President or designee.

Signatures:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Employee: _____
printed name *signature*

Date: _____

Supervisor: _____
printed name *signature*

Date: _____