The Liturgical Ministries Coordinator has responsibility for the direction and vision of liturgical events in the motherhouse through fidelity to the IHM Constitutions, IHM Chapter Directions and “Envisioning Liturgy in the IHM Community.” In this responsibility, the Liturgical Ministries Coordinator collaborates with the other members of the liturgical team—the music minister and sacramental minister.

RESPONSIBILITIES:

- Serves: Ensures all liturgical events are well planned and celebrated with coordination of effort, collaboration and maximum participation.
- Oversees the preparation of liturgical celebrations appropriate to the liturgical seasons: Advent, Christmas, Lent, Holy Week, Pentecost and Ordinary Time.
- Communicates effectively with sacramental ministers, music minister, sacristan, and chairs the Liturgical Ministries Committee, which assists in planning and implementing liturgical events and educational outreach to liturgical ministers and the worship assembly.
- Coordinates calendar for all chapel events with the Events Office.
- Collaborates with the Pastoral Services Department and the IHM/SLL Spirituality Committee.

QUALIFICATIONS:

- Graduate degree in liturgical studies, pastoral ministry, theology or related field is preferred. A bachelor’s degree in an appropriate field is required.
- Recent training and current education in liturgy;
- A working knowledge of the Liturgical Documents of Vatican II, the Rites of the Roman Catholic Church and current resources in worship and ritual practice; and demonstrated liturgical experience;
- Strong understanding of the Roman Catholic religion and faith traditions;
- Openness to a variety of prayer styles to meet diverse spiritual needs;
- Excellent verbal and written communication skills;

If you are interested in applying for this position, please submit a completed cover letter and resume to Human Resources at humanresources@ihmsisters.org, fax to 734-240-9793, or mail to Sisters, Servants of the Immaculate Heart of Mary, 610 West Elm Avenue, Monroe, MI 48162, attention Human Resources.