

Christ the King Parish

1708 Horseshoe Drive

Pueblo, CO 81001

Phone: 719-542-9248

Liturgical Minister Scheduler

To schedule liturgical ministers and support liturgy needs.

Pay: \$18/hour to start

Hours: 10 hours per week

Major Duties and Responsibilities:

1. Schedule ministers

- a. Monthly Ministry Schedule (Sacristans, Lectors, EM's, Servers, Ushers, Linen cleaners)
- b. Weekend Desk (Set up and schedule volunteers)
- c. Diocesan reporting regarding ministry lists and commissioning.

2. Inventory

- a. Communion hosts, wine, candles
- b. Oversight of Linens and cleaners
- c. Placing orders and handling shipments from liturgical goods stores.

3. Weekend/Holy Days/Special

Occasions Mass Preparation

- a. Help secretary get bulletins to church, and other tasks
- b. Assuring Prayers of the Faithful and Mass Intentions are at Ambo and Presider's Table
- c. Check Bathroom Supplies
- d. Manage Votive Candles (collecting money, filling empty containers, cleaning containers, etc.)
- e. Organize volunteers to help with these tasks
- f. Other Friday chores as needed

4. Occasional assistance with Other Liturgies: Funerals, Weddings, etc.

5. Participate in Staff and Parish Pathway to Discipleship

Qualifications:

1. A deep commitment to Jesus Christ, the Catholic Church, the Magisterium and desire to share this infectiously with others.
2. Strong organizational and clear communication skills (esp. with fellow Staff)
3. An awareness and knowledge of current trends regarding Church and Liturgy.
4. An ability to work cooperatively with all levels of the parish staff, key leaders, and parishioners, and the surrounding community members.
5. Some lifting of heavy items/inventory required
6. Computer skills required (Google documents, etc).

Further Training:

Willingness to attend opportunities for continuing education.

Willingness to take on "*other duties as assigned*" that pertain to liturgy.

Applications for position:

Send Resume or interest in the position to znorba@ctkpueblo.org.

Application window is anticipated to close: Friday, August 9, 2024.