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| http://www.sistersosf.org/portals/0/images/logo.png | **Part-Time Liturgy Coordinator**  Sisters of St. Francis  Sylvania, Ohio |

BACKGROUND

The Part-Time Liturgy Coordinator serves at the motherhouse of the Sisters of St. Francis of Sylvania, Ohio. The Congregation has 104 Sisters, largely based in the Sylvania/Toledo OH area. The motherhouse of 89 acres is not only headquarters for the Sisters but also is the home for Lourdes University, a Catholic-Franciscan university of 1200+ students; Rosary Care Center, the sisters’ long-term care facility for religious and lay; Our Lady of Grace assisted living facility for the Sisters; and Convent Park Apartments, a 98-unit apartment complex for seniors.

The motherhouse has two chapels:

* Our Lady Queen of Peace Chapel, main chapel, which is serviced by retired senior priests of the Diocese of Toledo who preside at liturgies.
* Rosary Care Center Chapel, which is serviced by Oblates of Saint Francis de Sales, Toledo.

Mass is an important part of our Franciscan tradition; therefore, Sunday and daily liturgies are a priority for the Sisters. Currently there is a Chapel Team of Sisters who handle all the details, including sacristan responsibilities, ambience/environment, music planning, music accompaniment, worship aids, live streaming and sound, and special/feast day liturgies. Sisters take the leadership role for liturgy and consult with presiders as needed, e.g. choice of optional readings.

At the main chapel music is part of all masses (daily, Sundays, feast days) and includes musicians. At the RCC Chapel a cappella music is led by the Sisters.

ESSENTIAL JOB DUTIES

1. Be a good “fit” with the Sisters’ Chapel Team by continuing the philosophy and style of our liturgies. Maintain our Franciscan spirit of Eucharist, prayer, worship, sense of environment connecting into the celebration.
2. Coordinate the motherhouse worship program, including, but not limited to: planning Sunday, daily and feast day Masses, Reconciliation Services, and other prayer rituals; holding liturgical training sessions from time to time, e.g. lectors and Eucharistic Ministers; working with our Sisters to plan the Welcoming and Funeral Liturgy services.
3. Communicate well and regularly with the Chapel Team.
4. Coordinate all persons involved in liturgical ministries, including musicians and cantors.
5. Prepare and manage the worship budget in consultation with the Chapel Team.
6. Oversee OLQP Chapel details in conjunction with the Chapel Team, including aesthetic decor and care of the worship space, maintaining the sacristy, assuring an effective sound system, purchasing missalettes and other resources.
7. Collaborate with the Chapel Team and others to provide assistance or consultation for their worship responsibilities.
8. Be a resource for and collaborate with OSF Congregational gatherings
9. Collaborate with the Director of Franciscan Spirituality Experiences and the liturgy planner for Lourdes University.
10. Stay current in liturgical practices.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and appreciation for the Franciscan tradition and Catholic Liturgy as envisioned by Vatican II, including liturgical documents, the Roman Missal, the lectionary, and music resources.
2. Knowledge of leadership principles and practices
3. Proficient in use of computers and related software applications.
4. Establish and maintain effective working relationships with the Chapel Team, Sisters, lay congregants, vendors
5. Communicate effectively both verbally and in writing.
6. Prepare and present educational presentations and trainings related to liturgy.
7. Availability to work independently and adapt to flexible hours/needs when required (morning, daytime, weekends, and holidays)

QUALIFICATIONS:

Education and Training: Undergraduate degree from an accredited college or university with major course work in a field related to Theology. Recent education in liturgy expected. Preference for a degree in Sacred Liturgy.

Experience: 1 year or more experience as parish liturgist or assistant liturgist.

Catholic Requirement: Familiarity with USCCB's letter on Stewardship: A Disciple's Response; familiarity with the Vatican II document Sacrosanctum Concilium on the Liturgy; familiarity with the General Instruction of the Roman Missal (GIRM). Practicing Catholic preferred.

Please submit cover letter and resume to Ms. Mechelle Zarou, Chief People and Culture Officer at [mzarou@sistersosf.org](mailto:mzarou@sistersosf.org)

Draft 1: December 8, 2022

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