



Archdiocese of Regina

LAY LITURGICAL COODINATOR / LAY PRESIDER / LAY LEADER OF PRAYER

Overview

Under the direction of the Pastor, the Lay Liturgical Coordinator/Presider/Leader of Prayer is responsible for organizing and training of Lay Ministers and ensuring that are available for liturgical leadership. The Coordinator follows up on a regular basis with other lay ministers in the parish, with the Pastor and parishioners to ensure that liturgies are celebrated and following proper liturgical guidelines/rubrics. The Coordinator must be available to update ministers and to keep the Pastor informed on a regular basis.

Activities/Responsibilities

- Maintains a current contact list of Lay Presiders/Leaders of Prayer.
- Coordinates schedules for lay liturgies in their parish.
- Provides training and orientation for new and present Lay Liturgical Ministers to familiarize them with the requirements of the position.
- Is available to receive any information that arises related to changes in Services.
- Observes confidentiality with private matters.
- Meets regularly with other Lay Liturgical Ministers in the Parish and the Archdiocese for support, supervision and on-going training.
- Meets occasionally with the Pastor to review the Program.
- Prepares or works with the Liturgical Environment Planner, Sacristan and/or Mass Coordinator to ensure that the church is ready for the liturgy.

The activities/Responsibilities listed above may not completely reflect the ministry performed at his/her parish. Please refer to the “Other Specifics” Box for duties that are specific to this parish.

<p>Other specifics:</p> <hr/> <hr/> <hr/>
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Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church.
- Must be at least 18 years of age and duly prepared for this role.
- Is known in the parish community, participates in parish life and is of good character.
- Has attended the parish for at least 2 years.
- Has been a Lay Liturgical Minister for at least 2 years (coordinator only)
- Is flexible and open-minded in response to each situation.
- Has an ability to relate and communicate effectively with others.
- Has strong theoretical/doctrinal understanding of the sacrament of the Eucharist.
- Has appropriate leadership and organizational skills.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position.)

- Desires to serve the community and to commit time and talents to this ministry
- Non-judgmental attitude toward parishioners.
- Honest, dependable and can maintain strict confidentiality
- Respects the dignity and integrity of the liturgy.
- Is comfortable dealing with all parishioners.
- Is friendly, patient and has good relational skills.
- Pays close attention to details.
- Has strong oratory skills and writing skills.
- Has a spirit of generosity and creativity.

Orientation and Training

- Standard parish orientation program.
- On-site training from Pastor or Archdiocesan Liturgy Office.

Participant Group

- Parishioners.
- Facility bound parishioners.

Support, Supervision, and Evaluation

- The Pastor or designate is the first level of support, supervision and evaluation.

Length of Ministry

- _____ Year term.

Benefits and Working Conditions

- Will directly contribute to the social well-being of the parish community.
- Will further develop organizational and leadership skills.
- Will impact the spiritual well-being of parishioners.
- Opportunity to perform community service and gain experience for the purpose of advancement.
- This is a volunteer position which requires a time commitment of _____ hours per week or _____ hours per month.
- Must be able to attend the orientations sessions, training sessions and regular meetings.

Screening Recommendations

- This is a High Security Position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required
- There will be supervision by the pastor or designate.
- Participant follow-up will be conducted.

This ministry position description accurately reflects the Ministry of Lay Liturgical Coordinator / Lay Presider / Lay Leader of Prayer Minister currently practiced at

_____ **Parish.**
(Parish Name)

Parish Volunteer Screening Committee

Pastor or Designate

Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto