

# Liturgical Ministries Coordinator

Half-Time

For more information: Contact Pastor Ken ([pastorken@springsiac.org](mailto:pastorken@springsiac.org))



## **SUMMARY**

*The Liturgical Ministries Coordinator will equip the church to receive and release the gospel that heals together by facilitating worship, coordinating and training lay people serving in liturgical ministries, and catalyzing Anglican formation throughout the congregation.*

## **JOB DESCRIPTION**

### **Soul Care**

- Have a day of rest (no church work) one day a week
- Meet with God each day to personally worship, pray, and be in Scripture
- Meet regularly with a soul companion (mentor, confessor, spiritual director, counselor, etc.)
- Invest in healthy relationships with family and friends
- Take 4 weeks of vacation annually with no work communication or responsibilities

### **Responsibilities**

#### *Alignment with IAC*

- Pursue IAC's vision - Receiving and Releasing the Gospel that Heals Together - within your area of ministry focus and ministry relationships
- Seek to integrate IAC's values in your life and ministry - Relational, Authentic, Restful, Generous, Deep, Sent - as outlined at [springsiac.org/our-story](http://springsiac.org/our-story)

#### *Teams & Ministry Relationships*

- Integrate IAC's Ministry Action Plan (MAP) into your area of responsibility
- Meet regularly with the Pastor of Music & Technology as your direct supervisor
- Participate in Worship Team, and integrate the team's work into your area of responsibility
- Build a Lit Min Team, training and developing clergy and lay people in the work of Liturgical Ministries
- Participate in Staff Team, including staff team meetings at least twice a month (one of which should be the all-staff meeting once per month).
- Create and execute a personal development plan in consultation with your supervisor to strengthen your ministry contribution
- Use technologies according to established IAC procedures (Slack, Planning Center, Google Drive, Teamup, ProPresenter, etc.)

## *Weekly Tasks*

### Mid-Week

- Schedule clergy and lay liturgical ministers for worship services
  - Regularly send emails to the liturgical ministers for sign-up
- Create and print the weekly clergy bulletin
- Attend weekly Worship Planning Meetings (currently on Thursdays)
- Review service slides for Sunday mornings

### Sunday Morning

- Attend all services unless otherwise arranged
- Assist on platform as needed during service
- Complete Eucharist preparations
  - Altar set up
  - Preparation of the elements
  - Altar reset between services
  - Altar reset after services
- Prepare communion kits
  - Prepare bread and wine from consecrated elements weekly
  - Prepare liturgy to insert in kits
  - Distribute kits to appropriate staff member for the week

## *Ongoing Tasks*

- Recruit and train people to serve as Liturgical Ministers and the Lit Min Team
- Lead team of Bread Bakers (regular and GF)
- Ensure that items needed to carry out the sacraments are available and ready when needed.
- Make sure there is an adequate supply of wine (regular and NA), wafers, hand sanitizer, anointing oil , Baptismal Candles
- Update liturgies (and colors) for liturgical seasons and special services
- Maintain the Liturgical Ministries Team budget and turn in receipts monthly by the fifth of the following month using Expensify
- Wash and iron purificators and table cloths
- Monitor the condition of vessels and patens, etc. Purchase new ones as needed.
- Make sure candles are in working order. Purchase new ones as needed.
- Maintain the LitMin area of the basement storage room at SDA
- Maintain and update the Liturgical Ministries Handbook

## *Special and Occasional Services*

- Longest Night & Christmas Eve services
- Ash Wednesday services, including preparation of ashes from dried palms
- Holy Week services
  - Palm Sunday, including purchasing of palms
  - Maundy Thursday, including foot washing
  - Good Friday, including nailing to the cross
  - Easter Vigil, including electric candle preparation
  - Easter, including organizing purchase of appropriate lilies
- Weddings and Funerals, as they need assistance with Eucharist

- Baptisms
  - Ensure baptismal basin, pitcher, Paschal candle, purificators are prepared on the stage
  - Ensure Baptismal Candles, and towels are set out for each candidate
- Confirmations and Ordinations
  - Coordinate with Diocese to prepare for these services

*Anglican Formation*

- With direction from the Worship Team, lead the Liturgical Ministries team in designing and implementing opportunities for Anglican formation in the congregation, including (but not limited to):
  - The Church Calendar (including liturgical seasons and feast days)
  - Sacramental Actions (or Sacraments of the Church)