



JESUIT SCHOOL OF THEOLOGY IN BERKELEY A GRADUATE SCHOOL OF SANTA CLARA UNIVERSITY

Position: Liturgy Coordinator, Office of Spiritual Formation

Department Description:

The Office of Spiritual Formation at the Jesuit School of Theology organizes co-curricular programs that foster spiritual formation, both communal and personal. The office oversees liturgy, which lies at the heart of JST's mission of theological education and formation for scholarship and ministry.

Hours:

Approximately 5-10 hours per week. More time required for celebrations such as Mass of the Holy Spirit and Commencement Mass. Must be available for Tuesday evening 5:15 p.m. school liturgies.

Starting Pay Range: \$17.20 - \$17.90/hour - Depending on Experience

Essential Duties and Responsibilities

Under the supervision of the Director of Spiritual Formation and in collaboration with the Liturgy Committee, the Liturgy Coordinator assists in planning and coordinating liturgy at JST.

- Collaborate with the Director of Spiritual Formation in recruiting members, scheduling meetings, and drafting agendas for the Liturgy Committee. Participate and record notes if no secretary is available as an ex officio member of the Liturgy Committee.
- Coordinate liturgical ministers by preparing and distributing the sign-up form, scheduling assignments, communicating procedural notes for cancellations, and organizing training opportunities for the liturgical ministers (sacristans, acolytes, lectors, Eucharistic ministers, bread bakers, gift bearers, etc.)
- Attend special liturgies to support liturgical ministers and assist with the preparation of the space (i.e. microphone, sound system, worship aids, etc.).
- Prepare liturgical resources such as promotional materials, dual-language worship aids, and copies of worship aids in partnership with Senior Administrative Assistant for Student Life and Formation and the Liturgical Music Coordinator.
- Ensure submission of music use in fulfillment of licensing obligations in partnership with Senior Administrative Assistant for Student Life and Formation and the Liturgical Music Coordinator.
- Support all relevant communication with JST community, presiders and liturgical ministers, Liturgy Committee, etc.

- Support the planning for weekly Tuesday liturgies as well as special liturgies including Mass of Holy Spirit in fall, Lunar New Year/Mass of Gathering in February, Commencement Mass in May, and other celebrations.
- Oversee arrangement and enlist assistance and expertise of others to prepare a liturgical environment for liturgical seasons and special celebrations.
- Collaborate with Liturgical Music Coordinator, Sacristan, and others contributing to liturgy.
- Other duties as assigned, according to gifts and interests of the Liturgy Coordinator.

Qualifications

- Genuine interest in liturgy and liturgical spirituality.
- Desire for more formation and experience in liturgy.
- Strong communication and organizational skills.
- Ability to call forth gifts and participation of the community.
- Knowledge of liturgy preferred.
- Experience in liturgy preferred.

To apply:

Send resume, with cover letter expressing interest and relevant qualifications and experience, to Stephen Szolosi, Director of Spiritual Formation, at sszolosi@scu.edu.