

# WEEKEND COORDINATOR

## Role Overview:

*The role of the Weekend Coordinator is to make the weekend Masses run as smoothly as possible and assist in creating a welcoming atmosphere for all coming to our parish to want to come back.*

## ➤ Responsibilities:

- Ensures weekend Masses and other liturgical gatherings (including Solemnities, holidays, and other special events) are executed correctly, while serving as the communications hub for clergy, staff, and liturgical teams.
- While on site, oversees and directs the maintenance of the physical facility and grounds to ensure a safe and neat appearance for parishioners and visitors (proper snow removal, lawn care, etc.)
- Upon request, may assist in the recruitment and training of members of the various liturgical ministry teams and weekend volunteers (w/Liturgical Coordinator).
- Directs ministry teams for major liturgical events, such as Easter and Christmas.
- Provides input on the roster of liturgical ministry teams and volunteers (Re absenteeism, etc.)
- Assist in the vision, development and launch of new ministries as needs are identified.
- Works with the Liturgical Committee to plan and review calendared events for church activities.
- Identifies needs for liturgical supplies for masses and liturgical events (relays to Liturgical Coordinator).
- Provides clear, consistent, timely communications to target audiences.

## ➤ Qualifications:

- Is a practicing Roman Catholic who understands and enthusiastically supports the mission and purpose of the Catholic Church and parish
- Certificated Eucharistic Minister is helpful
- Strong leadership and administration skills
- Strong oral and written communication skills
- Maintains confidentiality
- Builds community with staff and volunteers and works as part of a team
- Demonstrates proficiency with a personal computer and audio/visual equipment
- Is willing to work weekends predominately and days and evenings as needed or requested



**St. Patrick  
Parish**

## About Us:

*At St. Patrick Parish, our vision is to transform lives in Christ by making church matter, building disciples, and seeking and saving the lost. We are dedicated to serving our over 2,000 registered families and our community with faith, compassion, and excellence.*

## What We Offer:

- Part-time compensation
- A supportive and engaged parish community.
- Opportunity to make a meaningful impact in a faith-centered environment.

## How to Apply:

*Please submit your resume and an application to the email below with the subject line "Weekend Coordinator Application."*

*Applications can be found on our website and will be reviewed on a rolling basis until the position is filled. We look forward to finding the right person to join our team and help us continue our mission with excellence.*

*St. Patrick Catholic Church is an equal opportunity employer.*

 630-553-6671

 [hr@stpatrickyorkville.org](mailto:hr@stpatrickyorkville.org)

 [stpatrickyorkville.org](http://stpatrickyorkville.org)

 406 Walnut St, Yorkville, IL 60560