



HERITAGE

Liturgy Coordinator

Part-Time

Heritage

Heritage is a revitalized Catholic settlement in Sharon, GA, offering a sacred destination of faith, history, and beauty. Our 200-acre retreat, historic church, and sacred cemeteries provide a space for profound spiritual renewal and community connection. We create a peaceful environment for retreats and events where guests can seek, find, and renew faith while escaping daily distractions. We host retreats and provide a place for other organizations to hold their own and accommodate individual and small-group retreats.

Job Description:

The Liturgical Coordinator plans and executes the liturgical celebrations and events of Heritage, which take place at the Church of the Purification, Purification Cemetery, Locust Grove Cemetery, and the Retreat at Heritage. The Liturgical Coordinator reports to the Director of Hospitality.

Duties and Responsibilities:

- Coordinate all aspects of the liturgies and pilgrimages at Heritage.
- Coordinate with the Director of Hospitality, Director of Facilities, PHC Board and staff, and clergy to plan and execute liturgical events and other events that take place at the church, cemeteries, or chapel.
- Coordinate with Heritage Chaplain and other clergy to ensure sacramental coverage of liturgies and events.
- Verify all visiting clergy have letters of good standing on file.
- Keep the liturgical calendar up to date, including special activities taking place.
- Communicate information about liturgies to Heritage staff.
- Create or oversee the development of materials used in the liturgies, such as Mass Intentions, announcements, programs, etc.
- Schedule sacramental liturgies, including Weddings, Baptisms, Funerals, and Wedding Anniversaries, and communicate with the involved families.
- Manage recordkeeping sacramental liturgies, including Weddings, Baptisms, Funerals, and Wedding Anniversaries.
- Understand and manage the church audio equipment to ensure it is operational



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and used to enhance guests' ability to participate actively in the liturgy.

- Recruit and manage volunteers to assist in liturgical celebrations (i.e. lectors, Eucharistic ministers), cleaning, and other duties.
- Manage all liturgical supply inventory by keeping them organized and well-stocked.
- Clean and care for Altar linens.
- Other duties as assigned.

Requirements:

- Commitment to the Heritage vision, mission, and core values.
- Practicing Catholic with a deep understanding and appreciation of the teachings and traditions of the Catholic Church.
- Knowledge of liturgical principles, norms, and rubrics, with an understanding of the various rites and rituals of the Church.
- Proficient in using Microsoft Office Suite applications, including Excel and Word, as well as other software. Proficient in or have the ability to master G-Mail, Google Drive, and Google Calendar
- Outstanding organizational skills with a deep appreciation for attention to detail.
- Outstanding communication skills and highly developed interpersonal skills to lead and collaborate with volunteers from all walks of life and with varying knowledge and skills themselves.
- Able to report to work on a changing schedule, including weekends, evenings, and holidays.

Email resume to jobs@heritagega.org.