

Lector Coordinator Applicants,

Thank you for your interest in the position of Lector Coordinator for St. Joseph Parish. Please see the position description below, and prayerfully consider your interest in serving the parish in this capacity.

Sincerely,

Donna Meyer	Music and Liturgy	dmeyer@stjoecot.org	(636) 441-0055 x106
David Friedrichs	Liturgy Committee	d_friedrichs@yahoo.com	(314) 703-5541

Lector Coordinator Position Description

Mission: Promote excellence in the proclamation of the Word

Qualifications

- Two years' experience as a Lector in this parish or another parish
- Excel in proclamation of scripture
- Understand the technical skills and spiritual commitment of proclaiming the word of God
- Ability to attend workshops to strengthen your speaking and leadership skills
- Technical skills and ability to work with Flocknote, email, web pages, and similar communication media

Specific Duties

- Attend monthly Liturgy Committee meetings
- Schedule lectors for special occasions when needed
- Provide direction to lectors as needed, such as a change of readings
- Review and revise Lector guidelines annually
- Ensure Lector Guidelines are provided to all new Lectors, and are available on Parish Website
- Provide information to the communications director to maintain an up to date Lector webpage
- Send Flocknote communications and schedules to Lectors as needed
- Organize and direct new Lector training sessions
- Organize and carry out a Lector gathering annually, with help from Liturgy Committee
- Promote ongoing training for Lectors
- Review draft ministry schedules and provide any adjustments to scheduler in a timely manner, to support prompt production of the schedule
- Distribute final ministry schedule to all lectors 3 times per year, post a copy for "sign ins" in the vesting sacristy.
- Maintain a current roster of all lectors and lector subs
- Affirm and support Lectors in their ministry

Time Commitment

- Varies by liturgical season
- More time is needed during the Christmas and Easter Season
- Schedules are produced 3 times per year (every 4 months)
- Training sessions are scheduled to precede the creation of a new schedule

Length of Commitment: Three years is desirable.

Support, Training & Resources

- Training sessions may be offered through the Archdiocese.
- Video presentations are available in our parish library.
- Workbook for Lectors and Gospel Readers [ordered by Liturgy Director]
- Parish will cover the costs of any printed materials required
- The minister schedule is prepared by the scheduler, and is emailed to the Lector Coordinator for distribution to all Lectors. It is also available on the parish website at www.stjoecot.org
- Annually, the parish conducts a time and talent survey, names of all parishioners who indicate an interest in the ministry are provided to the ministry coordinator
- Parish communications coordinator can support the creation and publication of parish bulletin announcements and website postings regarding training or other relevant ministry information

Benefits of this Ministry

- The Lector Coordinator keeps the Lector ministry organized and helps the Lectors grow in their technical skills and spiritual commitment to proclaiming scripture
- The assembly hears well prepared and well proclaimed scripture!

Report to

- The Lector Coordinator reports to the Liturgy Committee, the Liturgy Director and the Pastor.

I understand and accept these duties if chosen to be the Lector Coordinator for St. Joseph Church, Cottleville.

Signed _____

Date _____

Phone Number _____

Email _____