



## Liturgical Commission Art & Environment Coordinator Position Description

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### **Reports To:**

Liturgical Commission Chair

### **Ministry Purpose / Objective:**

To oversee the visual atmosphere of the church during the liturgical year.

### **General Responsibilities of All Ministry Coordinators:**

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
  - Quarterly Stewardship Bulletin Report
  - Annual Stewardship Report
  - Prepare documentation for this ministry's budget
  - Ministry Strengths and Areas of Growth
  - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

### **Responsibilities of Art & Environment Coordinator:**

- Enhances the visual atmosphere of the church during the liturgical year by creating floral or fabric decorations and arranging lighting.
- Works under the direction of the pastor providing physical labor to get everything in place.
- Serves as a member of the Liturgical Commission to coordinate plans for specific liturgical seasons or events.
- Checks the church every week for upkeep of decorations.
- Works with ministers either individually or as a group and oversees needs of each weekend or liturgical season.
- Maintains availability to provide physical labor and supervision during liturgical season preparation of church décor.
- Orients new ministers.
- Develops and implements care plan for season specific plants that are on grounds
- Creates schedule for weekly watering.

### **Special Activities:**

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

### **Meetings:**

- All Commission meetings.
- Training/Update Sessions.
- Annual formation session for all lay ministers.

### **Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

Average Time (may vary):

- Varies by liturgical season

### **Expected Length of Commitment:**

Two years, and may be extended by one year with a maximum term of three years.

### **Qualifications Required of All Ministry Coordinators:**

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

### **Additional Qualifications Required:**

- An understanding of the liturgical year.
- A creative, artistic bent.
- Ability to visualize what you want and how to achieve it.
- Ability to work with people of various skills.

**Art & Environment Coordinator Resource(s): Assistant Coordinator**

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



## Liturgical Commission

# Art & Environment Coordinator Task List

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### General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
  - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

### Additional Tasks:

- Have a completed copy of the Church calendar.
- Consults with Pastor and Director of Liturgy for all special needs for events.
- Be mindful of dates of the liturgical year i.e. Easter and Christmas seasons. Make committee members aware of when they are needed to decorate the Church.
- On a weekly basis, water plants in the gathering area, Sanctuary, small Chapel and the outside walkway.
- Upon arrival, get the yellow watering can from corner in the kitchen along with the bag containing insecticide soap, small baster (used for taking out excess water from bottom tray of plants) scissors and plant shine spray.
- Fill watering can and take bag and start in the gathering area and then into the Sanctuary and small Chapel.
- Check each plant by hand to see if they need water. Water plants and check for insects. Snip any dead leaves.
- Check to see if there are flowers on the altar-if they need to be discarded. Big black garbage bags are under the sink in kitchen. Do not put the flowers in the kitchen garbage-take the bag with all plant and flower debris out to the dumpster.
- If removing flower arrangement be care not to throw out any dried materials in the arrangement. Dump the water out of the vase and place any dried materials in it and put behind the Altar. The florist will pick them up on Friday pm. Always check with Father if you're unsure about removing flowers.
- Finally, when leaving, water the ferns (outside walkway). The hose is to your left behind the fencing. There is a wand attachment for the hose which makes it easy to reach the plants.