



Position Description

Liturgy Coordinator

Reporting to:	Director, Liturgy Office
Department:	Liturgy Office
Location:	Initially St Martha's Leichhardt, then from early 2027, 75 Elizabeth St, Sydney, 2000
Employment Status:	Full Time to 22 December 2028
Modern Award Coverage and Classification:	Miscellaneous Award Level 2
Number of Direct Reports:	Nil

The Position:	The primary purpose of the Liturgy Coordinator is to support the Director of the Liturgy Office in advancing the mission, objectives and priorities of the Office across the Archdiocese of Sydney. Working closely with the Director, the role contributes to the strategic and operational activities of the Liturgy Office, including liturgical formation, policy development, resource creation, stakeholder engagement and the provision of advice and support to parishes, schools and other ministries. The position assists in promoting the worthy celebration of the Sacred Liturgy and fostering the liturgical life of the Church throughout the Archdiocese. The Liturgy Coordinator works collaboratively with the Director and Administrative Assistants to support the effective operation of the Office, including the development of resources, delivery of formation programs, responding to enquiries, supporting consultations and meetings, and implementing key projects and initiatives.
Responsibilities:	The Liturgy Coordinator is accountable for the following: Liturgical Support and Project Delivery • Support the Director of the Liturgy Office in implementing the objectives, priorities and initiatives of the Office. • Contribute to the planning, coordination and delivery of projects, programs and activities undertaken by the Liturgy Office. • Assist with the development, implementation and review of liturgical policies, procedures and guidelines. • Support the preparation of reports, submissions, briefing materials and other documentation as required. Parish, School and Formation Support • Provide assistance to parishes, schools and other ministries on matters relating to the work of the Liturgy Office.

- Foster positive relationships with clergy, parish staff, schools and other stakeholders, supporting engagement with liturgical and formation initiatives.
- Assist in responding to enquiries and requests received by the Liturgy Office.

Resources and Communications

- Assist in the development, review and delivery of liturgical, sacramental and catechetical resources, including online materials and formation content.
- Contribute to the preparation and distribution of newsletters, publications and other communications issued by the Liturgy Office.

Administration, Collaboration and Continuous Improvement

- Assist with audits, reviews and projects undertaken by the Liturgy Office.
- Support the efficient administration and operation of the Office, including meeting coordination, record keeping and follow-up actions.
- Collaborate with internal and external stakeholders to support the delivery of liturgical initiatives, events, courses and formation opportunities.
- Handle sensitive and confidential information with discretion and professionalism.
- Contribute to the continuous improvement of administrative processes, resources and operational practices.

General

- Occasional travel and work outside normal business hours may be required, including weekday evenings and Saturdays.
- Other duties as required from time to time.

Inter-relationships: The Liturgy Coordinator interacts closely with the following internal and external stakeholders:

- Director of the Liturgy Office
- Administrative Assistants, Liturgy Office
- Members of the Liturgy Commission
- Eucharist28 team
- Confraternity of Christian Doctrine
- Sydney Centre for Evangelisation
- Chancery and Catholic Archdiocese of Sydney agencies
- Sydney Catholic Schools
- Parish clergy, parish staff and parish liturgy teams

	• Catholic school leaders, teachers and religious education personnel • Suppliers, contractors and service providers engaged by the Archdiocese • Other diocesan, ecclesial and external stakeholders as required
Qualifications and Experience:	The ideal Liturgy Coordinator will have: • Tertiary qualifications in Catholic theology, with a sound understanding of sacramental and liturgical theology. • Demonstrated knowledge of the liturgical rites of the Church and their pastoral application. • Passion for evangelisation, catechesis and faith formation, particularly through the liturgical life of the Church. • Experience in parish ministry, particularly in sacramental preparation, liturgical formation or related pastoral activities. • Experience working collaboratively with parishes, schools and agencies of the Catholic Church. • Strong organisational and administrative skills, with the ability to manage competing priorities and meet deadlines. • Well-developed communication and relationship management skills. • Demonstrated ability to work both independently and collaboratively within a team environment. • A valid NSW Working with Children Check and National Police Check, or the ability to obtain both.
Attributes:	The Liturgy Coordinator will demonstrate: • Commitment to the mission, teachings and values of the Catholic Church. • Strong interpersonal and communication skills, with the ability to build positive relationships. • A service-oriented and pastoral approach to supporting parishes, schools and stakeholders. • Professionalism, discretion and the ability to maintain confidentiality. • Strong organisational skills and the ability to manage competing priorities effectively. • A collaborative and consultative approach to working with others. • A positive, approachable and welcoming manner. • Demonstrated accountability, initiative and commitment to achieving high-quality outcomes.
Performance Management:	The performance of the Liturgy Coordinator will be assessed on a regular basis having regard to: • Achievement of agreed objectives, priorities and deliverables. • Contribution to the effective delivery of the mission, initiatives and priorities of the Liturgy Office.

- Quality, accuracy and timeliness of resources, communications, formation initiatives and project outcomes.
- Effectiveness in supporting and engaging parishes, schools and other stakeholders.
- Demonstrated professionalism, collaboration and management of competing priorities and deadlines.
- Compliance with organisational policies, procedures and confidentiality requirements.
- Commitment to the mission, values and liturgical life of the Catholic Church.

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#)

Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.