

Associate Director Office of Worship

The Diocese of San Bernardino is accepting resumes for the position of Associate Director in the Office of Worship at the Pastoral Center.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Maintain responsibility to the Director for the continuing implementation of liturgical renewal in the diocese and assist in the administration of the Office of Worship.
- Assist and research advance liturgical agenda and documentation for meetings of the United States Conference of Catholic Bishops (USCCB).
- Offer evaluation and recommendations regarding materials from the Holy See and from the Bishops Committee of Divine Worship (BCDW).
- Assist the Director in formulating policies and guidelines in matters pertaining to liturgy.
- Acts as a resource to the Director for the planning of stational and major diocesan liturgies (e.g., Chrism Mass, Ordinations, Rites of Election)
- Assist the Office of Worship and the Diocesan mission to assure the authentic inculturation of the liturgy in all aspects of the liturgical life of the diocese.
- Recommend policy, practice, and catechesis in the area of worship and sacramental life in the diocese and Diocesan Pastoral Center (DPC).
- Assist in the ongoing formation, workshops, lectures, and other ministries.
- Assist in providing liturgical education and formation and consulting services for parish liturgical leaders, coordinators and commissions, as well as parish catechists.
- Provide resources to parishes for training liturgical ministers, members of liturgical commissions and others.
- Assure the continuing development and updating of a core data on parish liturgical leaders, liturgy commission chairpersons, music directors, etc.
- Serve as an ex-officio member of the Diocesan Liturgical Commission (DLC).
- Other duties as assigned.

QUALIFICATIONS:

- Must be a practicing Catholic with academic study and pastoral experience in the field of liturgy. BA in Theology or Religious Studies. Master's Degree in Liturgical Studies or other related fields preferred.
- Knowledge of church documents/statements on liturgy and liturgical planning. Familiar with current resource materials from the USCCB, national organizations and Catholic publishers.
- Experience teaching formation programs for liturgical ministries.
- Experience in planning multi-cultural and multi-lingual celebrations.
- Experience working at diocesan level positions preferred.
- Liturgical Music Ministry knowledge and experience preferred
- Bi-lingual and bi-literate in English and Spanish preferred.
- Must be flexible and able to work weekends as required.

Qualified candidates send resume with cover letter to:

Diocese of San Bernardino

Attn: Maria Harkin, 1201 E. Highland Avenue, San Bernardino, CA 92404

Fax: 909-475-5189

Email: employment@sbdiocese.org