

Associate Director of the Office of Worship
Diocese of San Bernardino
Full time \$64,480 - \$75,764.00

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Responsibilities include but are not limited to:

- Maintain responsibility to the Director for the continuing implementation of liturgical renewal in the diocese and 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)
- Acts as a spokesperson for liturgical matters on the diocesan level.
- 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 core data on parish liturgical leaders, liturgy commission chairpersons, music directors, etc.
- Serves 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.
- Five years' experience in teaching formation programs for liturgical ministries.
- Five years' 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.
- Ability to work weekends when required.

Physical Requirements:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 20 lbs., pushing, pulling, kneeling, crouching,

hearing, speaking, seeing, reaching, repetitive forward bending, arm/hand motions, hand/finger movements prolonged gripping of an item, sense of touch/feel, temperature extremes.

Qualified candidates send resume with cover letter to:

Diocese of San Bernardino
Attn: Ana Podboj
1201 E. Highland Avenue, San Bernardino, CA 92404
Fax: 909-475-5189
Email: employment@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.