

Audio Visual Coordinator  
Sacred Heart Catholic Church/Rancho Cucamonga  
\$16.00/hour DOE

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.

**POSITION SUMMARY:** Provides the technical and administrative support for the Audio-Visual needs of the parish.

**ESSENTIAL FUNCTIONS:**

- Maintains current inventories of all Audio/Visual equipment in all locations of the parish – Church, Horvath Hall, Ministry Center, and the Community Center
- Maintain and repair all equipment
- Upon approval, order all necessary equipment and supplies
- Recruit, train, and supervise all volunteer technicians. This includes developing a training program and manual for the Audio-Visual Ministry
- Be present at Sunday morning liturgies to oversee the volunteer technicians
- Schedule all volunteer technicians for all liturgies and parish functions, when needed. Be on call in the event that a volunteer does not follow through with their commitment
- Attend the monthly Liturgy Committee meeting
- Prepare and monitor the Audio/Visual budget
- May be responsible for the opening and closing of the church and other parish facilities

**SKILLS AND EXPERIENCE REQUIRED:**

Requires a minimum of two years' experience working with audio and visual equipment. Must understand sound physics and the details of an appropriate sound environment. Must be familiar with Catholic procedures and protocols and have a basic understanding of liturgical requirements. Strong collaborative/communication skills are essential. Must have the ability to work as a team member with other staff personnel.

**POSITION SCOPE:**

An essential element to the work of the clergy, cantors, musicians and others participating in the liturgy. Interacts with the priests, staff, and various ministers and parishioners.

**EDUCATION AND CREDENTIALS REQUIRED:**

High school plus three years technical training required. Completion of a parish based or diocesan level ministry formation program desirable.

**PHYSICAL REQUIREMENTS:**

Must be able to lift 40+ lbs on a regular basis, standing, walking, climbing, crawling, sitting, pushing, pulling, stooping, kneeling, hearing, seeing, reaching, speaking, repetitive forward bending, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel.

**Send Resume to: Haley Henry, [hhenry@sacredhearttrc.org](mailto:hhenry@sacredhearttrc.org)  
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