

Coordinator of Liturgical Ministries & Music

Sacred Heart Parish, Rancho Cucamonga
Part-Time 30 hours per week

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.

Founded in 1953, Sacred Heart is called to serve men, women and children of every race, language and nation through the celebration of the sacraments, instruction and evangelization.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Collaborate and communicate regularly with Pastor, Clergy, and the Diocesan Office of Worship to ensure that the liturgical norms and laws of the Church are adhered to
- Supervises liturgical staff and all Mass Choir Directors to maintain One Music Ministry within the One Family at Sacred Heart and special liturgies and services.
- Support and supervise the directors of the various liturgical ministries by collaborating with them regarding schedules, special liturgies and various liturgical needs, trainings which includes the publicizing of liturgical workshop opportunities within and around the diocese [English and Spanish]
- Plans quarterly meetings with parish Choir Mass Directors.
- Serves as Mass Choir Director for the 10:30 Mass Choir, also known as Sacred Heart Singers.
- Plans and schedules workshops and continuing development for Mass Choir Directors, cantors, parish musicians, in order to better serve the musical life of the parish.
- Recruit volunteers, organize trainings, and oversee all liturgical ministries
- Coordinate parish liturgy committee
- Prepare and monitor the liturgical ministry budget
- Order necessary supplies for liturgical celebrations
- Review the church/chapel calendar for liturgical events and plan accordingly
- Collaborate in the planning and preparation of the environment in the worship space for the liturgical seasons and other occasions
- Collaborate in the development and facilitation of sacramental celebrations and processes such as weddings, funerals and infant baptisms
- Coordinate with all parish and outside ministries for any liturgical event
- Other duties as assigned.

QUALIFICATION REQUIRMENTS

- Bachelor's degree in Religious Studies or equivalent work experience in ministry.
- Must have a minimum of five years' experience in liturgy preparation and liturgical music as well as demonstrated organizational and supervisory skills. Must be knowledgeable in Catholic theology, practices and protocols
- Certification in Liturgy or completion of MFI with the Liturgy specialization
- Excellent understanding of Liturgical Year and Seasons and the Order of Mass in developing spirituality
- Requires a high level of pastoral and interpersonal skills. Requires patience with people of diverse levels of education and culture. Must be multi-tasked and have the ability to interact in a professional and pastoral manner. Must have the ability to work as a team member with other staff personnel.
- Must have ability to interact professionally with all employees and people on parish grounds.
- Must have ability to serve in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, lifting to 25lbs., carrying, pushing, pulling, climbing, stooping, hearing, speaking, seeing, reaching, repetitive forward bending, sense of touch/feel.

Interested candidates, please forward your resume and salary requirements to:

Sacred Heart Catholic Church
12704 Foothill Blvd.
Rancho Cucamonga, CA 91739
laQuita.g@sacredheartrc.org

The Diocese of San Bernardino is an Equal Opportunity Employer.