

DIRECTOR

OFFICE OF WORSHIP, PASTORAL CENTER
SAN BERNARDINO, CA

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.

The Office of Worship assists the Bishop as the principal liturgist of the Diocese, to lead the faithful to full, conscious, and active participation in the liturgical life of the Church, through liturgical education, formation, and celebration.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Assist the Bishop in his role as chief liturgist of the diocese; assess liturgical needs of the diocese and make recommendations to the Bishop.
- Maintain responsibility to the Bishop for the continuing implementation of liturgical renewal in the diocese by offering advice as needed on liturgical documentation (meetings of the USCCB and keep current information regarding new ritual translations.)
- Assist the Bishop in formulating policies and guidelines in matters pertaining to liturgy.
- Act as spokesperson for liturgical matters on the diocesan level; is the ex officio office representative with the Diocesan Liturgical Commission. Participate in departmental meetings and committees and is a member of the Diocesan Awards Committee; chair of the Diocesan Pastoral Center Chapel Committee.
- Coordinate the planning and preparation of Stational and diocesan Masses and liturgies at which the bishop presides, including the Chrism Mass, Rite of Election, ordinations, dedications of churches and altars, blessings and other major diocesan ceremonies working closely and in consultation with the episcopal master of ceremonies.
- Meet regularly with the Diocesan Bishop.
- In collaboration with the Associate Director, alternate attendance to Episcopal Visitations.
- Recommend policy, practice, and catechesis in the area of worship and sacramental life in consultation with the Diocesan Liturgical Commission and the Associate Director and in cooperation with various diocesan departments.
- Ensure that developmental steps be taken so that the faithful of the diocese will be led to a full, conscious, and active participation in the liturgical life of the Church.
- Maintain a supportive and collaborative relationship with other diocesan offices, agencies and commissions.
- Work collegially with the Associate Director to provide educational resources for clergy, parish liturgical leadership and ministers, parish liturgical committees and the Diocesan Pastoral Center staff.
- Publicize diocesan liturgical information through the appropriate channels of communication.
- Provide personal consultation and education for the Diocesan Building Commission and parishes facing building or renovation of worship space, and through the DBC Liturgy Sub-Committee.
- Prepare monthly reports for the Department Director of Ecclesial Ministries and the Diocesan Curia.
- Meet with representatives from different cultures present in the diocese and help to incorporate their language and customs into diocesan liturgies.
- Assist in providing liturgical education and formation for parish liturgical leaders, coordinators and committees, as well as parish catechists.
- Provide consultative services to parishes in the area of liturgy including clarification of liturgical law and rubrical requirements.
- Provide resources to parishes for training liturgical ministers, members of liturgical commissions and others, and through liturgical formation in basic and advance liturgical studies.
- Maintain regional and national membership in the Federation of Diocesan Liturgical Commissions, National Institute of Hispanic Liturgy, and other liturgical organizations.
- Maintain a current listing of workshop presenters, parish liturgical leaders, liturgy commission members, music directors, etc.
- Administer the Office of Worship, which includes preparing and monitoring the budget, supervising and supporting office staff, and handling office correspondence.

- Maintain a resource center of official documents, liturgical texts, current books, pamphlets, audio, periodicals, music, art and environment materials, etc.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Master's on Liturgical Studies/Theology or related discipline.
- Liturgy and Music Advanced Graduate studies and experience
- 5 Years of experience in Liturgy: Worship diocesan Office preferred.
- Keep up to date with world, national and regional liturgical news and writings.
- Art and environment experience.
- Bilingual (English/Spanish) preferred
- Understanding and interest in multicultural issues and people.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.

Physical Requirements:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume
and salary requirements to: Paula Garcia
Email: employment@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.