

DIOCESE OF SAN JOSE

POSITION TITLE: Director, Office of Liturgy

POSITION SUMMARY:

The Director of Liturgy ministers to the people of the Diocese of San Jose by guiding and assisting them in preparing, fulfilling, improving, and reflecting on their parish and diocesan liturgical life.

DUTIES AND RESPONSIBILITIES:

Direct Service to Parishes

- Resources the liturgical and RCIA leaders with information and assistance as appropriate in developing their parish liturgical life through print, electronic, and other media and live presentations and meetings
- Offers training and formation opportunities for liturgical and RCIA leaders through parish and diocesan events
- Resources continuing formation and education on liturgy and RCIA and organizational (e.g., management training) issues
- Informs liturgy and RCIA leaders of local, regional, national and international developments in liturgy and the RCIA
- Provides network opportunities among the liturgy and RCIA leaders

Episcopal Liturgies

- Coordinates the episcopal liturgies of the diocese and advises the Bishop on liturgical matters.
- Serves as liaison between the Bishop and parishes or organizations in preparation of their liturgies at which the Bishop presides.

Diocesan Liturgies

- Coordinates the Rite of Election, Chrism Mass, Mass of Welcome; Ordination to the Priesthood, Ordination to the Diaconate and Adult Confirmation.
- Coordinates others diocesan liturgies at which the bishop presides such as Our Lady of Guadalupe, Mass of Consolation (as needed), 25th & 50th Wedding Anniversary, Institute for Leadership in Ministry Graduation, Celebration of religious life and others as determined by the Bishop or Vicar for Evangelization.
- Represents the Diocese on the liturgy committee of the Santa Clara Faith Formation Conference

Other Responsibilities

- Convenes the Liturgical Commission and other advisory groups
- Supervises the committees of the Liturgical Commission (Music, Environment, Art, RCIA)
- Oversees the making, updating and implementation of the liturgical policies of the diocese
- Resources the liturgy and RCIA tracks of the 3rd year students of the Institute for Leadership in Ministry
- Networks with regional, national and international diocesan liturgical directors
- Serves as diocesan representative for regional, national and international liturgy and RCIA forums and professional organizations

OTHER OR SHARED RESPONSIBILITIES:

- Collaborates with Department Directors in planning common projects and events.
- Assists with the implementation of the Diocesan Pastoral Plan and the Evangelization Framework as it affects the liturgical life of the diocese
- Maintains the resource library

SUPERVISORY ROLE:

- This position will supervise the Coordinator for Episcopal Liturgies (non-diocesan events at with Bishop presides)

EDUCATION AND/OR EXPERIENCE:

MA in liturgical studies, theology with a liturgical emphasis, or equivalent formal education; plus 5-7 years of minimum experience as a parish or diocesan liturgist.

LANGUAGE SKILL: Spanish or Vietnamese preferred, but not required

Strong verbal and written communication skills, ability to interpret professional journals and liturgical documents; ability to write resources, correspondences, policy, and liturgical scripts; ability to compose material that would be translatable into other languages; ability to effectively present information and respond to questions from groups, individual, and the general public of multicultural community; ability to read music for the purpose of evaluating liturgical appropriateness.

TECHNICAL SKILLS:

Proficiency in Microsoft Office, Finale, and basic knowledge of internet applications and social media platforms.

OTHER REQUIREMENTS:

The employee must demonstrate a history of effective leadership, good judgment, initiative, confidentiality and discretion. Must be a practicing Roman Catholic. Must have knowledge of liturgical music and current trends and issues within various cultures.

HOW TO APPLY:

Please submit a resume and cover letter to Christina Dickson at: jobs@dsj.org