

## JOB DESCRIPTION

### Roman Catholic Diocese of Orange, Pastoral Center

POSITION TITLE:	Eucharist Parish Liaison/Worship Office Assistant Director
JOB CLASSIFICATION:	Non-exempt
DEPARTMENT/PROGRAM:	Office for Worship
REPORTS TO:	Deacon Modesto Cordero
SCHEDULE:	40 hours a week
PAY RANGE:	\$24.00 to \$28.00 an hour Based on experience, education and qualifications.

#### Summary:

Collaborates with the Director of the Office for Worship to manage and execute daily office responsibilities, while engaging with parishes to support programs and activities that promote a deeper encounter and love for the Eucharist within the diocese. Conducts personal visits to parishes, identifying gaps and opportunities for enhancing perpetual Adoration and Eucharistic devotion. Develops practical and effective recommendations for parish leadership and reports findings to the Office for Worship Director. Conducts follow-up visits to ensure recommendations are implemented and provides additional support as needed. Works closely with the Office of Faith Formation & Parish Evangelization to implement educational initiatives that emphasize the theological significance of the Eucharist to parishioners.

**Responsibilities:** Because all RCBO employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

The position of Eucharist Parish Liaison/Worship Office Assistant Director consists of some or all of the following duties:

- Collaborates with the Director of the Office for Worship to coordinate liturgical planning for all diocesan celebrations.
- Encourages and supports liturgy, church rites, evangelization, and adult education within the diocese.
- Represents the Office of Worship as an ex-officio consultant to the Diocesan Liturgical Commission, Subcommittee on the Eucharist.
- Assist with the coordination as a co-chair of the diocesan "I AM" Conferences.
- Visits parishes to assess current Eucharistic Adoration practices.
  - Assists parish leadership in identifying specific needs and challenges.
  - Consults with parish pastors and administrators to establish and enhance Eucharistic Adoration programs.
  - Helps form parish Adoration Teams.
    - Communicates regularly with the team leaders providing resources and spiritual support.
- Partners with the Office of Faith Formation & Parish Evangelization to offer training, retreats, and parish missions focused on Eucharistic devotion.
  - Facilitates workshops and distributes educational resources on the Eucharist.

- Promotes the adoption of Perpetual Adoration (24/7) throughout the diocese.
- Updates Eucharistic Adoration information on the diocesan website.
- Performs additional duties as assigned.

Qualifications:

- Bachelor or M.A. degree in theology studies or its equivalent.
- 5 years of experience working at parish, diocesan, or community based liturgical program.
- 5 years of Catholic parish ministry experience.
- Solid understanding of the rites of the church, liturgical principles and Holy Eucharist theology and liturgical spirituality.
- Intermediate proficiency in Microsoft Office applications, including Excel, Word, and PowerPoint.
- Ability to work and respond with a positive attitude under pressure.
- Goes above and beyond to provide excellent customer service.
- Timely completion of assignments and ability to prioritize.
- Extremely accurate, detail oriented, and quick learner.
- Effective oral and written communication, and problem-solving skills.
- Takes initiative to learn and develop oneself.
- Proactive and independent.
- High degree of commitment and adherence to deadlines.
- Strict standard of confidentiality and ethics.
- Commitment to the mission of the Catholic Church.
- Valid CA driver’s license.

Preferred:

- Work with the Roman Catholic Church or other non-profit experience.
- Practicing Roman Catholic.
- Bilingual (English/Spanish or Vietnamese).

Experience:

- Facilitating training; speaking in front of large group of people.
- Liturgical program development.
- Promotional material design and effectiveness, and procedures.
- Report writing and issuance, management action follow-up and tracking.

Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

**WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Office environment
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.

<b>Essential Physical Tasks:</b>	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.
----------------------------------	---