

**Liturgy Office Assistant
PART-TIME POSITION
St. Peter and St. Paul Parish, Alta Loma**

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 1970, St. Peter and St. Paul is on a journey towards the fulfillment of Christ's Kingdom that strives to provide a spiritual haven for all people without distinction.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Prepare weekly Liturgy schedules, prayers of the faithful, pulpit announcements and Mass scripts.
- Prepare Mass scripts and special liturgy documents as directed by the Director of Liturgy.
- Email weekly liturgy schedule and liturgy documents to appropriate individuals.
- Maintain Master Liturgy Calendar
- Send out invitations to the Advent/Lent Communal Penance services. Track RSVP's.
- Attend Penance Services to track priest attendance and coordinate priest stations
- Coordinate and plan the Penance Dinners for the priests.
- Do intake interview & schedule all Anniversary blessings and prepare script.
- Locate replacement priests for parish liturgy needs.
- Attend monthly liturgy meetings.
- Prepare weekly collection bags with tracking sheet.
- Communicates to ministries special liturgy events and requirements.
- Take and type minutes for bi-monthly Staff/Admin meetings
- Coordinates Coffee & donut schedule with vendor/ministry leaders. Inventory necessary supplies for event. Order when needed.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High School Diploma
- Well versed in the Catholic Church and the liturgical calendar year
- PFMP or MFMP not required but highly recommended
- Proficient in Microsoft Office: Excel, Outlook, Publisher and Word.
- Some knowledge and hands on experience with Parishsoft is preferred but not required.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 30 lbs., 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 to:

Karen Hein

St. Peter and St. Paul Parish

(909)987-9312 ext. 230

khein@stpeterstpaul.com

The Diocese of San Bernardino is an Equal Opportunity Employer.