



ARCHDIOCESE OF PORTLAND

IN OREGON

Human Resources

DIRECTOR OF THE OFFICE OF DIVINE WORSHIP

Job Title: Director of the Office of Divine Worship

Opening Date: March 15, 2017

Location Name: Archdiocese of Portland

City: Portland

State: OR

Zip: 97214

Job Number:

Job Category:

Position FTE: Full time

Term of Service:

Position Summary:

The Archdiocese of Portland in Oregon is searching for a dedicated director for the Office of Divine Worship. This position fosters and enhances divine worship and prayer life in the local Church at both the parish and archdiocesan levels. The successful candidate will be able to inspire liturgical renewal within the broad reach of the Catholic Tradition and promote the solemnity of liturgical celebrations in the Archdiocese of Portland while giving special attention to sacred music in harmony with the organic tradition of sacred music in the Church.

Major Responsibilities:

- Assists the Archbishop in his role as chief liturgist of the archdiocese.
- Coordinates and assists in the planning and preparation of archdiocesan masses and liturgies at which the Archbishop presides, participates or attends, including the Chrism Mass, clergy funerals, Rite of Election, ordinations, dedications of churches and altars, blessings and other archdiocesan ceremonies and events; works closely and in consultation with the Archbishop's master of ceremonies.
- Plans, presents and arranges workshops for the training and education of clergy, liturgical ministers and the faithful of the archdiocese.
- Establishes, serves on and consults with liturgical planning committees for diocesan, parish, and other institutions or organizations; serves as a



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consultant on liturgical matters for parishes and institutions, clergy, lay liturgical ministers and the faithful.

- Communicates liturgical guidelines and directives; recommends policy, practice and catechesis in the areas of divine worship and sacramental life.

Qualifications:

- Master's degree in Liturgy or Theology and a minimum of 8 years' experience in a diocese; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the required work and responsibilities.
- Thorough knowledge of and commitment to the liturgical norms of the Church; familiarity with sacred music.
- Thorough knowledge of the principles and practices of Catholic ecclesial life and structure, along with knowledge of church organizational and operational procedures.
- Ability to communicate effectively, both verbally (including oral presentations) and in writing; able to establish and maintain effective working relationships with employees, parishes, schools, vendors, and the general public.
- Strong interpersonal skills, creativity, decision-making, use of discretion, teamwork, negotiation, public relations, fostering the Church's mission, independent judgment/action, presentations/teaching, supervising, problem analysis, theological/pastoral analysis and ability to handle multiple projects/priorities.
- Proficiency with computer and basic office software.
- Practicing Catholic required; valid driver's license required.

For consideration, please email your resume and a cover letter detailing how you meet the above qualifications to msilvagnia@archdpdx.org with "Divine Worship" in subject line.