

Job Posting: Pastoral Associates (2)

Mother of God Family of Parishes – Ascension and St. Charles Borromeo

Location: Kettering, OH

Position Type: Full-Time, Exempt

Rooted in sacramental life, the **Mother of God Family of Parishes (MGFP)** strives to be a joyful Catholic community that welcomes, inspires, and challenges all to be Christ-like. Our combined parish community includes three churches and schools – Ascension, St. Albert the Great, and St. Charles Borromeo - all located in Kettering, Ohio. Our friendly, welcoming, and vibrant parishes have over 6,000 registered members, a wide range of active ministries, and a strong social justice presence.

The **Pastoral Associate** is integral to the provision of quality worship experiences that celebrate and strengthen the membership's journey of faith. The position reports to the MGFP Director of Worship and is responsible for directing a designated church's worship program, coordinating and overseeing liturgical ministers, leading and supporting church ministries, and serving as a pastoral presence for individuals and families. There are current opportunities for Pastoral Associates at Ascension and St. Charles Borromeo.

Position Responsibilities:

- Directs a designated church's worship program, including the planning and coordination of Masses, liturgical seasons, sacramental celebrations, and the liturgical calendar in collaboration with the Director of Music.
- Recruits, coordinates training, oversees scheduling of all liturgical ministers including Lectors, Eucharistic Ministers, Servers, Ushers, Greeters, etc.
- Provides leadership and support for church ministries and committees including Worship Commission, Art & Environment, Bereavement, Nursing Home, etc.
- Provides a pastoral presence and support to individuals and families as appropriate.
- Provides periodic evaluation of the quality of the worship celebrations and liturgical ministries.
- Develops and manages a budget for areas of responsibility.
- Collaborates with parish leadership and staff.
- Assists the Pastor, Director of Worship and others as requested for assignments.
- Maintains necessary office, sacramental, and program records.
- Participates in meetings, training, and professional development.
- Completes additional responsibilities as assigned.

Qualifications:

- Practicing Roman Catholic with a strong commitment to the Church and her teachings and a thorough understanding of the sacred liturgy.
 - Bachelor's degree in pastoral ministry, theology, or related, or a commensurate combination of education, training and experience.
 - Minimum 3 years' experience in parish ministry (volunteer experience considered).
 - Demonstrated competence in leadership, facilitation, collaboration, active listening, communication, and organization.
 - Able to: 1) be flexible, adaptable, and effectively manage changing needs and priorities; 2) maintain a welcoming, calm, and supportive demeanor, including under difficult circumstances; and 3) maintain confidentiality.
 - Proficient in MS Office, Google Workspace, database applications, and use of email and the Internet.
 - Able to pass background check requirements and maintain ongoing compliance with the Archdiocese of Cincinnati Safe Environment requirements.
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To Apply: Please submit a cover letter and resume to Christine Alderman at calderman@mgparish.org