

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Director of the Office for Divine Worship & Sacraments **EFFECTIVE DATE:** 07/2022

DEPARTMENT: Pastoral Vitality
Center for Parish Vitality

POSITION SUMMARY:

The Director of the Office for Divine Worship & Sacraments assists the Archbishop in his role as “high priest of the flock”, providing liturgical formation, assisting the Archbishop in making liturgical and sacramental policies, and by supporting the Church of Cincinnati in celebrating the sacraments and other celebrations of divine worship. Within the Center for Parish Vitality, the ODWS supports pastors and parish leaders in ensuring vibrant liturgical and sacramental life.

CREDENTIALS & EXPERIENCE:

The Director of the Office for Divine Worship & Sacraments should possess the following qualifications: a minimum of an STL in Sacramental Theology/Liturgy, or a Master’s degree in Liturgy or Liturgical Studies with at least 10 years pastoral experience at the diocesan or parish level; working knowledge of the Church’s liturgical documents; excellent communication skills, written and verbal; the ability to work with clergy, pastoral ministers and the lay faithful; proficient in software such as Office 365 and Adobe Acrobat; familiarity with web platforms such as WordPress is desirable.

REPORTS TO: Director, Center for Parish Vitality

DUTIES & RESPONSIBILITIES:

- *1. Provide resources for the liturgical and sacramental formation of the faithful and liturgical ministers, including archdiocesan publications (e.g. *This Holy and Living Sacrifice, And The Two Shall Become One*, etc.) and by offering other resources (print, web, workshops, etc.)
- *2. Implementation of new liturgical rites/norms/decrees and accompanying formation of the clergy and faithful.
- *3. Provide resources to support parish and school liturgical and sacramental celebrations (e.g. calendar advisories, FAQs, planning guides, sample intentions, etc.)
- *4. Oversees development of diocesan liturgical policies and guidelines; upon approval by Archbishop, communicates them to priests, deacons, and parish communities.
- *5. Assists the Archbishop’s Master of Ceremonies in planning and realization of Archdiocesan liturgies (e.g. Chrism Mass, Rite of Election); assists diocesan offices and other entities with large liturgical celebrations.

- *6. Participate with national liturgical organizations such as the Federation of Diocesan Liturgical Commissions and National Association of Pastoral Musicians; interact and collaborate with USCCB Committee for Divine Worship, other diocesan Offices of Worship in the province and region, and publishing companies; stays informed about recent liturgical developments as communicated by the USCCB and the Holy See.
- *7. Researches and provides answers to liturgical questions of Archbishop, clergy, and lay persons; reads and comments on new liturgical documents at the Archbishop's request; prepares and responds to letters/emails of a liturgical nature, including those at the request of the Archbishop.
- *8. Chairs or serves as staff to the Archdiocesan Worship Commission in accord with its bylaws.
- *9. Supports the Committee for Sacred Art and Architecture and its chair in reviewing architectural plans for new church buildings or renovations with pastor and advising the Archbishop, serving as an *ex officio* member of the committee.
- 10. In conjunction with the Archdiocesan Music Director, support the work of the Committee on Sacred Music in formation, policy-making, and other resourcing of parish music ministry leaders.
- *11. Regularly communicates any upcoming events, liturgical announcements, and new guidelines with pastors and parish leaders through *Clergy Communications*, *Praenotanda* (monthly e-news), website, mailings, and social media.
- *12. Prepares annual office budget; oversees expenses and income of the office.
- 13. Prepares reports for the Chancery regarding new members entering the Church, commissioning of Extraordinary Ministers of Holy Communion, and projects of the Worship Commission and its committees, as well as preparation of the Quinquennial reports to the Holy See in the respective areas of Divine Worship and the Liturgy.
- 14. Support the Pastoral Center Chapel of the Visitation by maintaining the liturgical space, coordinating the liturgical ministers for regularly scheduled liturgies, etc.

*DENOTES ESSENTIAL FUNCTIONS

SUPERVISION RECEIVED:

Works under the supervision of the Director of the Center for Parish Vitality.

SUPERVISION EXERCISED:

Supervises the staff of the Office for Divine Worship & Sacraments.

TERMS OF EMPLOYMENT:

Salary	7 hours per day	35 hours per week
260 Days	12 months	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date