

Director of Worship and Mission Job Description

For the

Catholic Communities of S-11 which include:

All Saints

and

St. Vincent Ferrer

8939 Montgomery Road

7754 Montgomery Road

Cincinnati, OH 45236

Cincinnati, OH 45236

Status: Full-time, Exempt, 12 months

Reports to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

The Director of Worship and Mission serves the Family of Parishes by coordinating and supporting the various core components of our parish family mission – the ongoing formation and enhancement of our local community as missionary disciples and both the liturgical and sacramental aspects of parish family life. He/she is a close collaborator with the pastor as a member of the Family of Parishes Leadership Team and supports the pastor and other clergy in their ministry.

III. POSITION RESPONSIBILITIES & REGULAR ACTIVITIES

A. Worship

1. In collaboration with the Parish Family worship team, ensure all liturgical and sacramental celebrations of the Family of Parishes are well prepared, staffed with qualified ministers, and celebrated.
2. Assist the Coordinator of Youth Evangelization and the Director of Evangelization in the formation and preparation of candidates for sacramental celebrations.
3. Direct efforts in liturgical and spiritual catechesis for the faithful, in collaboration with the Evangelization Team, supporting a deeper appreciation of various devotional practices and the Roman Catholic faith traditions in parish and school(s).
4. Assist the pastor in establishing comprehensive and uniform policies and guidelines for worship and sacraments.
5. In collaboration with clergy and music directors, oversee other liturgical and sacramental staff including music ministers, sacramental preparation staff, sacristans, et al. as appropriate.
6. Serve as staff lead to the Parish Family Worship Commission, and other consultative bodies.
7. Develop and execute an approved budget; maintain appropriate supplies necessary for the celebration of reverent liturgies and prayer services.

B. Mission

1. Provide ongoing formation and mission-centric professional development opportunities to staff, faculty, and volunteers as necessary.
2. Provide guidance and support to Pastor and school principal(s) on questions of mission and faith, as needed.
3. In collaboration with the Pastor and school principal(s), maintain a cohesive vision and support for campus ministry activity within the school(s).
4. Ensure volunteers of ministries are suitably prepared and formed as servant leaders to lead within their respective ministries or apostolates within the community.

C. Strategic Planning & Administration

1. Serve the Pastor as a member of the Parish Family Leadership Team regarding pastoral planning and the strategic planning of the parish and school(s).

2. In collaboration with, and under the guidance of, the Pastor develop a unified approach to worship within the parish family respecting the culture of the joint community.
3. In collaboration with, and under the guidance of, the Pastor work with parish and school leadership to foster a common approach for the development of missionary disciples.
4. Serve as staff lead to the Parish Family Worship Commission, and on other consultative bodies as needed.
5. Attend meetings requested by the Pastor as necessary.
6. Other duties as assigned by the Pastor.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)

1. This individual must be a practicing Catholic.
2. Must have a knowledge and appreciation of the Church's liturgical tradition as well as current liturgical practice.
3. Must have knowledge and understanding of the Archdiocese of Cincinnati's Beacons of Light Process and a willingness to follow this process as we move forward.
4. Must be able to supervise other ministerial staff, both paid and volunteer.
5. Must be collaborative with other members of the Family of Parishes Leadership Team and other staff, as well as parishioner volunteers.
6. Familiarity with general office software, as well as ministry scheduling software, music notation software, or design software is desirable
7. Communication skills (both written and oral)
8. Willingness to learn through continuing education, particularly in the areas of worship and sacraments.

B. EDUCATION, TRAINING AND/OR EXPERIENCE

1. A Master's Degree in liturgical studies, sacramental theology, pastoral ministry, or theological studies is preferred; in lieu of a Master's, a Bachelor's Degree in theology/pastoral ministry or a related field with advanced study in liturgical or sacramental theology is acceptable.
2. Experience in parish ministry, especially in the areas of liturgical ministry, music ministry, or sacramental preparation is helpful.
3. Experience supervising other ministerial staff is helpful.

V. WORKING ENVIRONMENT

This position may require frequent evenings and/or weekend work and an unpredictable schedule. Employees of Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Catholic Church. 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.

VI. ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date