

Position Announcement

Pastoral Associate for Worship & Liturgy

Kettering Catholic Community Based at St. Charles Borromeo Church

St. Charles Borromeo is a Roman Catholic parish located in suburban Kettering, OH, and operating in a family of parishes that includes St. Albert the Great Parish and Church of the Ascension. The parish community consists of 6,000 registered parishioners and over 500 students in our preschool – 8th grade elementary school. Our friendly and welcoming parish has over 50 active ministries and a strong social action presence.

The Position: The Pastoral Associate for Worship & Liturgy will coordinate a quality liturgical experience that strengthens one's faith journey, plan liturgical events, recruit and train liturgical ministers, lead lay ministries, and collaborate with worship activities within our family of parishes. Applicant should be a practicing Catholic in good standing; have a depth of knowledge of Catholic doctrine and liturgical practices; have supervisory experience; and can work in a team environment consisting of the Pastor, Parochial Vicar, parish staff, parishioners, and volunteers. The successful candidate will have strong interpersonal, organizational, and administrative skills.

Requirements: A bachelor's degree in Liturgical Studies, Pastoral Ministry, Religious Studies or equivalent experience. A master's degree is preferred. Our ideal candidate will have a minimum of 3- 5 years of directly applicable experience.

This is a full-time position with benefits. In meeting the needs of the pastor and the parish community, our Pastoral Associate for Worship & Liturgy will have flexibility in their weekday work schedule. Evening and weekend work is required.

To apply: Please e-mail a cover letter, resume, and list of references, in confidence, to: jobopening@stcharles-kettering.org