

PERSONNEL POLICY GUIDELINES FOR FAMILIES of PARISHES JOB DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title: DIRECTOR OF WORSHIP
or PASTORAL ASSOCIATE FOR WORSHIP
or DIRECTOR OF WORSHIP & SACRAMENTS
or PASTORAL ASSOCIATE FOR WORSHIP & SACRAMENTS

Status: Full time, Exempt, 12 month

Reports to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

The Director of Worship serves the Family of Parishes by coordinating all the liturgical and sacramental aspects of parish 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 the ministries of sanctifying, teaching, and governing.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Sanctifying
 - a. Ensure the liturgical and sacramental celebrations of the Family of Parishes are well prepared and celebrated
2. Teaching
 - a. May oversee or assist in the formation and preparation of candidates for sacramental celebrations
 - b. Direct efforts in liturgical catechesis for the faithful
 - c. Oversee the formation and training of lay liturgical ministers
3. Governing
 - a. Assist the pastor in establishing policies and guidelines for worship and sacraments
 - b. Supervise other liturgical and sacramental staff including music ministers, sacramental preparation staff, sacristans, et al.
 - c. Serve as staff liaison to the Worship and Sacraments Commission and other consultative bodies

IV. POSITION SPECIFICATIONS/REQUIREMENTS

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

- Must have a knowledge and appreciation of the Church's liturgical tradition as well as current liturgical practice
- Must be able to supervise other ministerial staff
- Must be collaborative with other members of the Family of Parishes Leadership Team and other staff, as well as parishioner volunteers
- Familiarity with general office software, as well as ministry scheduling software, music notation software, or design software is desirable
- Communication skills (both written and oral)
- Willingness to learn through continuing education, particularly in the areas of worship and sacraments.

B. EDUCATION, TRAINING AND/OR EXPERIENCE

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

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Preparation and administration of annual worship budget for the Family of Parishes.

VI. WORKING ENVIRONMENT

The Director of Worship works in office space along with other members of the staff and leadership team for the Families of Parishes. He/she participates in regular meetings and activities of the staff and team, and meets regularly with the pastor. Regular weekend and evening work hours may be required.

VII. ACKNOWLEDGEMENT

Employees of _____ will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of _____. 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.

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

Employee Signature

Date

Supervisor Signature

Date