

DIRECTOR OF LOVE IN ACTION SAMPLE JOB DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title: DIRECTOR OF LOVE IN ACTION

Status: Full time, Exempt, 12 month

Reports to: Pastor

II. POSITION SUMMARY

The Director of Love in Action is a key member of the Family Leadership Team (FLT) and reports directly to the Pastor. The Director of Love in Action leads the overall vision to advance human life, dignity, and care for creation within the framework of Catholic Social Teaching and organizes action through ministries of service and social justice. The Director of Love in Action oversees and guides the various different projects and programs in the Family of Parishes so as to maximize participation and foster collaboration across multiple ministries. S/he also assists in integrating Catholic Social Teaching principles into liturgical life and formation (e.g. schools, religious education, RCIA, etc.).

III. DUTIES AND RESPONSIBILITIES

A. FAMILY OF PARISHES LEADERSHIP TEAM

1. Aids the Pastor in casting the vision for Love in Action to the Family of Parishes.
2. Collaborates with other directors (e.g. Evangelization, Worship, Communications, etc.) and leaders to incorporate Love in Action plans across the Family of Parishes.
3. Collaborates with the Pastor and the Director of Administration to prepare and oversee the budget for Love in Action ministries.
4. Attend parish staff meetings and provide updates to the Parish Council as requested.

B. LOVE IN ACTION MINISTRIES

1. Convene the Love in Action Commission for planning, evaluation of ministries and programs, and receive recommendations for new initiatives and budgeting priorities within the Family of Parishes.
2. Oversee existing committees in the Family of Parishes that develop and lead opportunities for formation and action on social justice and respect life topics (e.g. service outreach, Respect Life, inclusion of persons with disabilities, global parish twinning, peace and justice, care for creation committees, intercultural competence, etc.).
3. Engage and network with other community social action and respect life entities (e.g. Catholic Charities Southwest Ohio/Catholic Social Services of the Miami Valley,

- Archdiocesan Catholic Social Action Office, Respect Life Office, Office of Persons with Disabilities, St. Vincent de Paul, pregnancy centers, etc.).
4. Promote the various collections overseen by the US Conference of Catholic Bishops (Catholic Relief Services, Catholic Campaign for Human Development, World Mission, Respect Life, etc.).
 5. Encourage advocacy opportunities supported by the Church for parishioners to affect change in the systems that keep people marginalized (e.g. write letters to public officials, host educational programs, organize participation in demonstrations on concerns, etc.).
 6. Work with the schools and faith formation programs to provide outreach opportunities and an awareness of Catholic Social Teaching principles for students, participants, and their families.
 7. Plan and promote a Love in Action annual calendar of programming and formational opportunities. Oversee the marketing and advertising of programs and events.

IV. QUALIFICATIONS

- Bachelor's degree or equivalent with a field of study in pastoral ministry, theology, social work or other social science.
- Working knowledge of the Church's Catholic Social Teaching.
- Commitment to promoting awareness and engagement on a wide range of social concerns from conception until natural death.
- Ability to work with people from diverse socio-economic, racial, and cultural backgrounds.
- Leadership skills in organizational strategic planning, administration, volunteer management, advocacy and community organizing.
- Interpersonal skills in communication, education, collaboration, and group process.

V. WORKING ENVIRONMENT

The Director of Love in Action works in office space along with other members of the staff and leadership team for the Family of Parishes. He/she participates in regular meetings and activities of the staff and team, and meets regularly with the pastor. The position requires some evening, weekend, and off-site work.

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