**CORE POSITION DESCRIPTIONS**

**Director of Mission**

* Assists the pastor in ensuring that all Pastorate programs and activities have Missionary discipleship as the first and foremost objective so that the Mission is integrated in all aspects of Pastorate life.
* Ensures that the Pastorate is a center of evangelization. Leads or directs efforts to ensure outreach to the unchurched, and to those who may have drifted away from the Church.
* Oversees collaboration among Pastorate ministry leaders to implement programs and activities through the lens of Evangelization.
* Leads and/or develops strategies, guidance, and activities for Evangelization that can be applied in or adapted to the Pastorate functional areas of faith formation, music and liturgy, welcoming, sacramental life, social outreach, and Mission support.
* Coaches and forms ministry leaders, staff and volunteers in the practical application of Missionary discipleship to day-to-day Pastorate events and to engage inactive Catholics, registered parishioners, and those seeking a faith home.
* Oversees communication of the Mission with parishioners, the surrounding community, inactive Catholics, and those who are seeking a faith home.
* Actively participates in Pastorate planning and budgetary activities to assure alignment of the Mission with Pastorate programs.
* Assesses the efforts of the Pastorate to meet the strategies and action items of the Pastorate Pastoral Plan that are based upon the Core Mission Priorities and Vision Elements.
* May supervise one or more of the following Pastorate staff: Director of Faith Formation; Director of Liturgy and Music; Director of Youth and Young Adult Ministry; Director of Communications; Director or Coordinator of Evangelization; and, other assigned staff.

***Required Qualifications;***

* + Practicing and devoted Catholic who is fully able to participate in the sacramental life of the Church;
  + Bachelors Degree in theology, religious studies, pastoral ministry or related field (strong preference for Masters degree);
  + 3 or more years of experience in a pastoral ministry or similar position, including experience in leading change management activities;
  + Excellent interpersonal and relational capability and communications skills;
  + Excellent planning and visioning capabilities
  + As required, proficiency in a language prevalent in the served community is preferred.
  + Experience in supervising paid staff and volunteers is preferred.

**Director of Pastorate Operations**

* Responsible for the management, administration, and stewardship of all temporal goods and services throughout the Pastorate, and ensures the provision of support to all Mission programs and activities.
* Ensures that all Pastorate Mission support activities are oriented towards and supportive to the primary Mission of Evangelization, including:
  + Budget, Finance, and Accounting;
  + Offertory, Fundraising, and Stewardship;
  + Human Resources;
  + Property Management and Facilities Maintenance;
  + Contract Management;
  + Information Systems; and
  + Pastorate Administration.
* Assures that Mission activities and programs are the highest priorities to receive the temporal resources needed to achieve the goals of Evangelization.
* Collaborates with the Director of Mission on effective communications strategies with parishioners, the surrounding community, and Catholics who are no longer active in the Church, and those who are seeking a faith home.
* May supervise one or more of the following Pastorate staff: Development Director; Bookkeeper; Facilities Maintenance personnel, office administrative staff.

***Required Qualifications:***

* Practicing and devoted Catholic who is fully able to participate in the sacramental life of the Church;
* Bachelors degree in Management, Finance, Accounting, or a related filed; Masters degree in those fields is preferred;
* 5 or more years experience in the management and oversight of administrative operations support activities that includes budget and finance operations, human resources, facilities management, and information technology;
  + Excellent verbal and written communications skills.
  + Experience in supervising paid staff and volunteers is preferred.

**Director of Faith Formation**

* Provides oversight, coordination, and integration of life-long faith formation efforts throughout the Pastorate including:
  + Preparation for the Sacraments of Initiation, Reconciliation and Matrimony
  + Rite of Christian Initiation of Adults
  + Continuing Adult Faith Formation
* In collaboration with the Director of Mission, ensures the development of vital faith formation efforts and the integration of these efforts with other Pastorate activities to enhance the ability of the Pastorate towards accomplishment of the Mission;
* Coordinates formation activities with the Director of Youth and Young Adult Ministry;
* Conducts programs of meaningful and ongoing follow-up with families and parishioners and those who have received the Sacraments recently.
* May supervise one or more Coordinators of Religious Education.

***Required Qualifications;***

* + Practicing and devoted Catholic who is fully able to participate in the sacramental life of the Church;
  + Bachelors Degree in theology, religious studies, pastoral ministry or related field – Masters degree preferred;
  + 3 or more years of experience in developing and providing faith formation or religious education in a parish setting;
  + Excellent planning and visioning capabilities and interpersonal communication skills.
  + Ability to direct and manage paid and volunteer staff.

**Director of Religious Education**

* Provides oversight, coordination, and integration of formation efforts throughout the Pastorate including one or more of the following sectors of formation:
  + Preparation for the Sacraments of Initiation, Reconciliation and Matrimony
  + Rite of Christian Initiation of Adults
  + Youth/Youth and Young Adult Formation
  + Continuing Adult Faith Formation
* Ensures the integration of the Mission of evangelization in the development and implementation of all applicable formation efforts and coordinates with other Pastorate activities to assist the Pastorate towards accomplishment of the Mission;
* Conducts programs of meaningful and ongoing follow-up with families and parishioners and those who have recently received the Sacraments.
* Determines and implements appropriate curricula for the applicable sectors to be formed. Ensures that an appropriate balance of catechesis, retreats, prayer and worship, social issues, service, and community exists within the curricula.
* Ensures appropriate administration of and support to all formation, including scheduling, record-keeping, and parent-catechist interactions.
* Actively seeks and engages parishioners to volunteer to serve as Pastorate religious educators and catechists. Forms, coaches, and monitors volunteers in all aspects of the curricula and instructional methodology and the relationship of formation to the Mission.
* Participates in formulating the Pastorate religious education budget, as applicable.
* May supervise a Coordinator of Religious Education and/or an Administrative Assistant.

***Required Qualifications;***

* + Practicing and devoted Catholic who is fully able to participate in the sacramental life of the Church;
  + Bachelors Degree, preferably in theology, religious studies, pastoral ministry or related field;
  + 2 or more years of experience in developing and providing faith formation or religious education in a parish setting;
  + Excellent planning and organizational capabilities, and interpersonal communication skills.
  + Ability to direct, form, and manage volunteer staff.

**Director of Youth and Young Adult Ministry**

* Coordinates the Pastorate ministry to, with, by, and for young people according to the USCCB document, “Renewing the Vision”;
* Plans and implements activities to enable young people of the Pastorate to develop a deep relationship with God, share the Good News with others, and to help integrate young people into the life of the Pastorate;
* Establishes and continually ensures formation of adult and adolescent leaders, and ; collaborates with them to ensure the ongoing vitality of youth ministry;
* Actively interacts with the parents of young people as partners in their faith formation;
* In collaboration with the Director of Faith Formation, plans and implements in activities to prepare young people to understand and willingly receive the Sacrament of Confirmation. Plans all related activities, including retreats and Confirmation liturgy;
* Collaborates with other Youth and Young Adult Ministers and Archdiocesan staff on planning and implementing activities;
* In collaboration with the Director of Mission, ensures the development of vital faith formation efforts and the integration of these efforts with other Pastorate activities to enhance the ability of the Pastorate towards accomplishment of the Mission;
* Connects young people with various ministries of the Pastorate life, including but not limited to liturgical and service ministry.

***Required Qualifications;***

* + Practicing and devoted Catholic who is fully able to participate in the sacramental life of the Church;
  + Bachelors Degree in theology, religious studies, pastoral ministry or related field;
  + 3 or more years of experience in providing faith formation or religious education to young people in a parish setting that provided and understanding of the unique needs and faith journey of young adults and young families;
  + Excellent planning and visioning capabilities and interpersonal communications skills.
  + Ability to direct and manage volunteer staff.

**Director of Liturgy and Music**

* Responsible for planning and developing prayerful and inspiring liturgical programs and music for all Sunday, vigil, and holy day masses, and other prayer and worship activities in the Pastorate. Collaborates with the Pastor in enhancing liturgical themes advanced at these celebrations;
* Enables, recruits, forms, assigns and directs musicians, singers, liturgical ministers, altar servers, ushers, and other related volunteer staff to provide an appropriate atmosphere for liturgical worship, prayer, and reflection. May provide musical accompaniment and musical direction;
* In collaboration with the Director of Mission, ensures the development of liturgical programs and activities that enhance Mission efforts and are integrated with other activities to enhance the ability of the Pastorate towards accomplishment of the Mission;

***Required Qualifications;***

* + Practicing and devoted Catholic who is fully able to participate in the sacramental life of the Church;
  + Bachelors Degree in theology, religious studies, pastoral ministry or related field is preferred;
  + Musical proficiency sufficient to provide musical direction and/or accompaniment as needed;
  + Demonstrated ability to attract, form, and direct volunteers to provide necessary support for this ministry;
  + A combination of 3 or more years of experience in a pastoral liturgical and music ministry or similar positions;
  + Must possess good knowledge of Catholic liturgical rites and documents of the Church dealing with liturgy and music.

**Director of Evangelization**

* + Under the leadership of the Pastor and the Director of Mission, provides the primary point of focus within the Pastorate for the purpose of developing staff and parishioners to become and grow as people who believe and foster The Great Commission to go and make disciples of all nations.
  + Plans, leads or directs efforts to ensure outreach to the unchurched, those who are searching, and those Catholics who may have drifted away from the Church within the Pastorate area.
  + Formulates, applies, and leads strategies, guidance, and activities for Evangelization that can be applied in or adapted to all aspects of Pastorate operations and Mission support.
  + Engages parishioners to consider an active role of evangelizing. Forms and coaches volunteers in methods and techniques of evangelizing to engage inactive Catholics, registered parishioners, and those seeking a faith home.
* Contributes to Pastorate communications with parishioners regarding evangelizing to the surrounding community, especially to inactive Catholics and those who are seeking a faith home.
* May supervise a Coordinator of Evangelization and/or other assigned staff.

***Required Qualifications;***

* Practicing and devoted Catholic who is fully able to participate in the sacramental life of the Church;
* Bachelors Degree, preferably in theology, religious studies, pastoral ministry or related field;
* 2 years of experience in a pastoral ministry or a similar position that demonstrates the ability to inspire personal conversion/transformation;
* Excellent interpersonal and communications skills;
* Excellent planning capabilities.
* Demonstrated ability to attract, form, and direct volunteers called to be evangelizers.
* As required, proficiency in a language prevalent in the served community may be preferred.

**Coordinator Of Welcoming and Hospitality**

* Collaborates with Director of Mission in assessing all aspects of welcoming and hospitality in the pastorate with the goal of enhancing the Mission of evangelization.
* Identifies and/or develops a variety of welcoming and hospitality initiatives and collaborates with pastorate staff in determining the optimal ways of integrating those initiatives into the fabric of pastorate life.
* Implements welcoming and hospitality concepts, activities and initiatives in areas including, but not limited to the appearance of the pastorate campus(es), e.g., the exterior of the church(es) and other pastorate buildings, the appearance and welcoming atmosphere of the pastorate parish office and front-office staff, and the appearance and availability for use of other pastorate facilities for:
* Liturgy and the liturgical environment;
* Active parishioner engagement;
* Outreach and invitation to those new to the geographical community;
* Outreach and invitation to people of various ethnic backgrounds;
* Ongoing connection and follow-up with families after significant life events (death/funerals; birth of a child/baptisms; weddings;
* Ongoing follow-up and invitation with new pastorate members and new Catholics;
* Outreach and invitation to the poor and those who are marginalized;
* Intercultural and intergenerational education, formation, and social activities;
* Crowded Christmas and Easter Masses
* Establishes and implements metrics to determine effectiveness of hospitality and welcoming efforts.
* Recruits volunteers for hospitality ministry, ensuring that recruiting efforts target all appropriate age and ethnic groups; forms and provides support to volunteers.
* Provides ongoing formation for ministry leaders to ensure that pastorate ministries actively seek out and welcome new members

***Required Qualifications:***

* Practicing and devoted Catholic who is fully able to participate in the sacramental life of the Church.
* Two or more years of experience in parish ministry as an employee or volunteer is required.
* Ability to witness to a personal relationship with the living God, in age-appropriate and culturally appropriate ways.
* Excellent interpersonal and relational capability and communication skills.
* Knowledge of or experience in hospitality management is preferred.
* Proficiency in a language prevalent in the served community is preferred.

**Coordinator of Pastoral Care**

* In collaboration with the Pastor and Director of Mission, develops and implements a comprehensive plan of pastoral care throughout the pastorate and the community served.
* Administers and ensures the provision of pastoral care to parishioners and others who are: homebound; resident in nursing homes; in hospitals, prisons, rehabilitation centers, hospice care, and other similar facilities; and ensures that pastoral care is also extended to their families.
* Implements other pastoral care initiatives as appropriate: Project Rachel ministry; ministry to those who are divorced, separated, or widowed; annulment assistance; grief ministry; etc.
* Provides education in the pastorate and to the served community on matters related to pastoral care, including but not limited to: aging, death and grieving, caregiving, dealing with chronic or terminal illness, and other topics as appropriate.
* Ensures that all requests for pastoral care are responded to in a timely manner.
* Recruits, forms, and provides support to volunteers who deliver pastoral care.
* Forms relationships with and provides a liaison with various religious and civic institutions that serve those in need of pastoral care in the pastorate area.
* Seeks out and participates in professional development activities in the field of pastoral care.

***Required Qualifications:***

* Practicing and devoted Catholic who is fully able to participate in the sacramental life of the Church
  + Experience or formal education in counseling or caregiving sufficient to effectively perform the essential functions of the position
  + Excellent interpersonal and relational skills
  + Ability to discern the needs of others and to respond appropriately, with empathy
  + Knowledge of ethical issues in pastoral care
  + Ability to recruit, train, and supervise volunteers

**Coordinator of Volunteer Services**

* Assesses volunteer needs and opportunities within the pastorate, and implements a comprehensive program of volunteer recruitment, management, and recognition. Actively extends the invitation to support the Mission of evangelization to all parishioners in the Pastorate.
* Collaborates with Pastorate staff in determining Pastorate needs and capacity for volunteers; develops job descriptions for volunteers as needed.
* Develops a comprehensive program of volunteer recruitment. Pays particular attention on engaging volunteers who are representative of the demographics of the Pastorate.
* Employs various means to actively reach out to individuals who have recently joined the Pastorate, to new Pastorate registrants, recent converts who have completed RCIA, etc., to seek out their assistance in volunteer opportunities.
* Ensures that volunteers satisfactorily complete all requirements of the Archdiocesan Office of Child and Youth Protection prior to beginning volunteer service and at specified intervals thereafter.
* In collaboration with pastorate staff, conducts volunteer orientation and coordinates volunteer training
* Maintains updated records on all volunteers
* Develops and implements a volunteer recognition program

***Required Qualifications:***

* High school diploma or equivalent; knowledge of volunteerism and volunteer management practices
* Practicing and devoted Catholic who is fully able to participate in the Sacramental life and able to articulate the Mission of the Church to others
* Prior experience in leading or coordinating volunteers in the non-profit or public sectors
* Strong leadership and supervisory skills
* Excellent verbal communication and relational/interpersonal skills

**Coordinator of Communications and Social Media**

* In collaboration with the Pastor, the Director of Mission and other ministry leaders, develops and implements a comprehensive strategy for Pastorate communications and media presence.
* Designs, develops, and ensures production of all printed and visual materials with and for the Pastorate, ensuring a unified theme (“brand”) in all communications.
* Critically assesses the quality of existing Pastorate communications formats, including but not limited to weekly printed and online bulletin, website, social media, fund-raising and development publications, Pastorate-specific brochures and flyers, etc. Improves or revamps the design of Pastorate communications to insure the focus is on Mission and is relevant to all ages and ethnic groups representative of the Pastorate population.
* Works with the Director of Mission to develop additional methods and resources for communication of Pastorate Mission and activities in the local community.
* Collaborates with ministry leaders to update the website with relevant programs and activities and additional information directed to Pastorate demographic populations, and especially to those who may be seeking a faith home or desiring to return to practicing the Catholic faith. Utilizes website and social media to actively support missionary conversion of the faithful and outreach and evangelization to the unchurched.
* Ensure that all communications reflect a superior standard of content and presentation.

***Required Qualifications:***

* A high school diploma or equivalent is required; college-level education in journalism, public relations, mass media, or similar field is strongly preferred.
* Strong graphic design skills, and proficiency in relevant communications and website software and Microsoft Office suite.
* Knowledge of the Catholic Church and its teachings, and ability sufficient to support the Mission to “go and make disciples”.
* Outstanding verbal and written communication skills; outstanding proof-reading skills to ensure highest quality in all materials.
* Excellent interpersonal and collaborative skills.