

Church of the Gesu

**Job Description for Director of Parish Life and Liturgy**

Status: Full-time, exempt      Reports to: Canonical Pastor

**Primary Function of this Position:**

The primary function of this position is to enable ongoing parish life including liturgy, pastoral care and administration, and to assist the Pastor as a liaison between the parish and the diocesan church, local church, and local community.

**Position content:**

A. Major Position Requirements and Regular Activities

1. Liturgy and Worship

- a. Plan and coordinate the Sunday and other regularly scheduled liturgical expressions of the community with the Liturgy Planning committee
- b. Serve as Resource Person for the Worship Commission
- c. Be present at parish liturgies on weekend and all important occasions
- d. Coordinate the liturgical art/environment committee for season event and special occasions
- e. Oversee the training of liturgical ministers and collaborate with those who coordinate those ministries in scheduling and training (Eucharistic ministers, Lectors, Servers, Baptism helpers, Funeral attendants, sacristans, music)
- f. Plan for and assist at celebrations of the sacraments of Baptism, Reconciliation, [Marriage], Anointing of the Sick, Confirmation, First Communions, RCIA rituals
- g. Support those preparing for funerals in planning and presence
- h. Create planning Guide for Funerals and share with families and funeral homes
- i. Maintain budget for Worship area
- j. Assist priests, parish staffs, Commissions and ministries in being aware of liturgical developments and connections with the diocese
- k. Assist those responsible for other prayer experiences, Novena of Grace, missions, All Souls Day, etc

2. Administration

- a. Collaborate regularly on matters of Parish Life with the Canonical Pastor, Pastoral Staff and Parish Pastoral Council
- b. Participate in regular meetings of the parish and administrative staff
- c. Share in planning for staff days and other engagements
- d. Collaborate with the Business Manager, Pastor and Finance Council concerning parish finances
- e. Collaborate with the Buildings and Properties, Endowment and [Investment] committees
- f. Share in connections to the Diocese of Cleveland
- g. Serve on the Renovation and Utilization committee
- h. Participate in scheduled meetings with the Jesuit Pastors+ and other connections with the Province Representative for Parishes

3. Education/Formation
  - a. Support and be a resource as needed for the Faith Formation Commission and catechetical and faith formation endeavors
  - b. Share in the collaboration between school, catechetical programs, sacramental preparations and liturgical events
  - c. Support the implementation of Ignatian initiatives
  - d. Support the work of adult formation program
  
4. Pastoral Care and Outreach
  - a. Encourage, challenge and educate parish volunteers and committees
  - b. Attend to the assessment of pastoral needs, and support plans for response to those needs
  - c. Support and participate, when able, in the mission to Honduras
  
5. Parish Leadership
  - a. Collaborate with those on Commissions in the Parish Assessment and Renewal Process [now the Commissions Leadership model]
  - b. Facilitate communication among all those involved in leadership
  - c. Attend to the continued development of this program
  
6. Other
  - a. Collaborate with John Carroll University as requested, especially Campus Ministry
  - b. Represent the parish to the local community
  - c. Engage in meetings with Cluster, District and Diocese

#### Position Specifications/Requirements

- A. Skills, Knowledge and/or Abilities
  - a. Must have necessary knowledge and background in liturgy, administration, religious education and theology
  - b. Must have the ability to network for support and challenge with other ministers in similar situations, especially through ongoing theological reflection
  - c. Must have good oral and written communication skills and the ability to relate to different types of personalities
  - d. Must have good organizational skills
  - e. Must have the ability to preside, to lead prayer and to speak with some ease before a large group people
  - f. Must be able to delegate task and responsibilities
  - g. Must have a compassionate spirit for the poor and the ill
  
- B. Education, Training and/or Experience
  - a. Background in ecclesiology, Christology, sacramental and liturgical theology, scripture, ethics and morality

- b. Supervised experience in ministry. At least 5 years of experience as Pastoral Associate
  - c. Good interpersonal skills
  - d. Multicultural sensitivity
  - e. Commitment to ongoing formation and education to ensure effective pastoral ministry
- C. Working environment
- a. This position requires irregular hours and on-call availability

### **Position Opening**

Director of Parish Life and Liturgy

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