



ST MARY OF VERNON DIRECTOR OF PASTORAL MINISTRIES POSITION DESCRIPTION

Title: Director of Pastoral Ministries

Status: Full-Time/Exempt, Benefits Eligible

Reports to: Pastor

POSITION SUMMARY

The Director of Pastoral Ministries is a member of the Pastoral Staff and is directly responsible to the Pastor. The Director assists the Pastor with overall efforts to ensure parishioners encounter Jesus Christ through prayer, the sacraments, compassionate care, and worship. The scope of this role is to discern, plan, prepare, and implement ongoing liturgy, prayer, ministry of care, and worship opportunities for everyone in the parish.

Under the direction of the Pastor, the Director of Pastoral Ministries provides leadership in the planning, execution, and celebration of all parish liturgical celebrations. The Director is responsible for ensuring that the public prayer space is a place of welcome and witness for all parishioners and guests.

The Director helps to animate the full, active, and conscious participation of the assembly in divine worship. As a member of the Pastoral Staff, the Director is expected to take an active pastoral role in the parish. This includes having a significant presence in the parish and developing good working relationships with the ministries and organizations of the parish. The Director must demonstrate strong leadership skills necessary to identify, develop, and retain strong teams of volunteer leaders critical to the success of liturgy, pastoral care, and parish ministries.

RESPONSIBILITIES AS THE DIRECTOR OF PASTORAL MINISTRIES

Lead the annual planning and preparation for liturgical seasons, Sundays, holy days, sacrament celebrations, and special liturgies in collaboration with staff members and the parish Liturgy Team. Ensure parish practices are in accord with liturgical norms.

- Provide weekly worship folder for presiders/deacons.
- Oversee the parish's recruitment, guidance, training, and evaluation of new and existing liturgical ministers, bereavement ministers, and ministers of care.
- Coordinate and schedule parish liturgical ministers (e.g., altar servers, greeters, ushers, extraordinary ministers of the Eucharist, lectors, wedding hostesses, baptism coordinators, bereavement ministers, and ministers of care).

- Ensure that all liturgies are well-planned, vibrant, and in fidelity to the official liturgical books and Catholic liturgical theology.
- Equip those who serve in various liturgical ministries with ongoing liturgical formation and training and ensure that the practical preparations are completed.
- Ensure the equipment needed for worship (e.g., sacred vessels, vestments, candles, church furnishings, worship space, etc.) is kept in a manner worthy of its use. Order liturgical supplies as needed, hosts, wine, Lector workbooks, etc.
- Inform parishioners on issues related to liturgy, prayer, and worship through websites and bulletin articles.
- Direct the planning and preparation of the worship space art and environment.
- Stay informed of current developments in liturgy as well as parish demographics to provide liturgical experiences that are welcoming and inclusive.
- Oversee the Baptismal Ministry
- Coordinate annual anointing at weekend Masses at St. Mary of Vernon.
- Act as a liaison between offsite facilities (hospitals, assisted living facilities, homebound, etc.) and St. Mary of Vernon.
- Collaborate with the Pastor to prepare a schedule for anointings and Masses at these facilities twice a year, especially during Lent and Advent. Prepare Ash Wednesday services for ministers of care to use at all facilities.
- Make the initial visit, document, assign ministers of care, and follow up with those requesting homebound visits.
- Provide bereavement support at visitations and funerals in coordination with the scheduled bereavement minister.
- Act as a liaison between funeral homes, St. Mary of Vernon, and bereaved families.
- Assign adult altar servers for funerals.
- Assist the Music Director and office staff with the creation of funeral booklets.

PASTORAL SERVICE

- An active member of the Pastoral Staff who is committed to working on a team, seeking workable solutions, and honest communication.
- Collaborates and communicates well with Pastor, staff, parishioners, and other professional organizations including all Archdiocesan of Chicago offices.
- Attends staff meetings as scheduled, including the annual Staff Retreat. Additionally attends major parish functions and maintains presence and availability to parishioners.

ADMINISTRATIVE DUTIES

- Develops and manages the budget for liturgical, ministry of care, and bereavement expenditures in collaboration with the Business Manager and Pastor.
- Perform other responsibilities as assigned by the Pastor.

REQUIREMENTS AND EXPECTATIONS

- Provide leadership and direction for four-weekend masses, as well as holy days, funerals, weddings, sacrament celebrations, and special parish liturgies and events.
- Be a practicing Catholic who understands and supports Catholic Church teaching, mission, and values.
- Know the Church's official liturgical books and various rites used in celebrating the sacraments of the Church in their appropriate liturgical contexts.
- Be knowledgeable and comfortable with Church liturgical literature in all forms.
- Have excellent interpersonal, oral, and written communication skills.
- Be organized and able to multitask.
- Be willing to learn.

EDUCATION AND SKILLS

Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Ministry Scheduler Pro, and other technological software needed to execute the above job requirements.

Education Required:	Undergraduate degree in Liturgy, Pastoral Studies, Theological Studies, or equivalent.
Education Preferred:	Master's degree in Liturgy, Pastoral Studies, Theological Studies, or equivalent.
Experience Required:	3 years of experience participating in parish liturgical ministries.
Experience Preferred:	5 years or above experience.

This document is only a description of the duties, accountabilities, and requirements of the position. It is not intended to be an employment contract or promise of employment.