

Section Three: Ministry Profiles (Revised January 2004)

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Introduction

Profiles

While reading or using any one or more of these profiles, it is most important to remember that:

- ♦ The profiles are intended as helpful frames of reference when considering the possible components of an actual job description. A profile is not the same as a job description of a pastoral minister.
- ♦ It should be kept in mind that parishes differ. As such, not all that is written in any one profile can possibly apply to any one “real” person.
- ♦ Each of these profiles omits those qualities, competencies and formational prerequisites common to all pastoral ministers.
- ♦ These profiles are intended to be suggestive of the future direction in which many parishes are moving. These are not intended to be normative or directive. Repeatedly emphasized are the “ideals” that parishes are striving to achieve.
- ♦ As is stated in this handbook, it is presumed that in many parishes, the job description of a single parish staff member may well include components of two or more of these profiles. Also, components of two or more of these profiles can be combined to constitute the job description for someone who ministers at a cluster level and is responsible for the same area of ministry in two or more parishes.

Format of the Profiles

This section offers profiles of pastoral ministers involved in parish ministries. The limited scope of this handbook means that certain parish personnel descriptions are not included.

The content of these profiles was gained from department heads and actual pastoral ministers serving in the Diocese of Pittsburgh.

Profiles contain all or some of the following elements:

- ♦ **Vision** for the ministry. This is the mission or purpose of the particular ministry role, as well as the beliefs and values upon which it is based.
- ♦ **Responsibilities and Tasks** for the ministry. *Worship, Education, Pastoral Services* and *Administration* serve as the four constant subdivisions.
- ♦ **Qualities** for the ministry. Specific qualities required for the position that are beyond those common to all pastoral ministers are listed.
- ♦ **Competencies and Skills** for the ministry. Specific competencies and skills required for the position that are beyond those common to all pastoral ministers are listed.
- ♦ **Formation, Training and Criteria for Readiness** for the ministry. The areas of experience required for the position that are beyond those common to all pastoral ministers are listed.
- ♦ **Referral** for the ministry. The department/office/corporation of the diocese from which more information can be gained is indicated.

Parish Volunteers

Introduction

A few professionally trained ministers are needed in every local faith community precisely so that parish volunteers will continue to prosper.

In practical terms, our sense of future direction demands an ever-deeper sense of Christian community and a call for a ministry shared more and more fully by clergy and laity. This is grounded in our tradition of the common dignity and incorporation into the Body of Christ that comes to all who have received the sacraments of initiation.

Emphasis on lay involvement in ecclesial ministry does not and must not lead to the development of another class of elite personnel upon whom others are taught to depend. Rather, this approach insists on the essential responsibilities of the congregation to develop its own gifts for ministry.

However, no institution can last very long if it is built exclusively on volunteers. Professionally trained, spiritually committed and justly compensated coordinating ministers will always be needed in every parish.

The principal responsibility of these “professionals” is to enable and empower other members of the parish.

Different Kinds of Volunteers

It should be kept in mind that there are different kinds of volunteers. At this point, it is helpful to distinguish three kinds according to their varying spheres of assigned responsibility.

First, there are volunteers who use native or acquired skills to **perform a specific task** under the supervision of someone else. They are not responsible for an overall project or program but are recruited to perform a specific task contributing to a larger endeavor.

Second, there are volunteers who are recruited to **supervise** a number of others in accomplishing a designated aspect of a larger project in accord with the overall vision or design. Usually, these volunteers need a certain expertise, at least in communication skills and in understanding what is involved in the aspect of the project for which they are responsible.

Third, there are volunteers who are capable of overseeing an entire area of parish life and of **coordinating** all the supervisors and workers involved. Even if, in actuality, this individual is not so designated, the nature or scope of this leadership role may approximate that of a member of the parish staff.

Needs of All Parish Volunteers

Regardless of the sphere of responsibility for which volunteers are being recruited, the discernment of their qualification should take into account the parish and staff's ability to provide for some common needs of parish volunteers.

Volunteers need to be:

1. **Inspired** to appreciate the value of their contribution.
2. **Interviewed** to determine the sphere and type of responsibility that is most congruent with their gifts and available time.
3. **Assigned** to a meaningful and achievable task.
4. **Given training and supervision**, especially when the knowledge or skills involved in the task are new to them.
5. **Included** in the planning and evaluation of the project, program, endeavor or task for which they are being recruited.
6. **Supported, appreciated and recognized** in appropriate ways.
7. **Accepted and respected** as valued members of the team or group endeavor.
8. **Given appropriate opportunity** for ongoing formation and development.

In attending to such needs of most volunteers, it can also be helpful to keep in mind some of the common **sources of motivation** at work in people who are willing to donate rather than be compensated for their services. Some commonly found sources of motivation include:

- ♦ The satisfaction of doing a task successfully, responsibly and with tangible benefit to others.
- ♦ A sense of belonging to the parish enterprise, often providing bonds of friendship, acceptance and affirmation.
- ♦ A sense of self-worth, importance, influence or prestige in the parish network.
- ♦ A meaningful outlet for expressing devotion and loyalty to God and to the Church.

Awareness of the needs and possible motivations of parish volunteers can be helpful in the initial process of recruitment but is even more important in maintaining their degree of commitment.

Suggestions for Enablement

A vibrant and dynamic faith community is characterized by a significant number of lay volunteers in various spheres of responsibility in mutual service. These are some valuable guidelines and techniques for developing this type of parish:

1. Establish a spirit of mutuality or atmosphere of openness in the parish that welcomes the ideas and contributions from a broad spectrum of parishioners.
2. Extend a personal invitation to individuals that is in accord with their perceived gifts and challenges their potential.
3. Make a special effort to include newcomers and “new blood,” especially in the second sphere of responsibility, such as leaders of parish organizations, supervisors of projects, activities, etc.
4. Use “Recruitment Sundays,” commissioning ceremonies, home visitation programs of outreach, etc., to educate parishioners about the variety of ministry and service possibilities for their involvement.
5. Utilize avenues of contact and communication, such as baptismal preparation programs, weekend retreats, etc., to surface and invite volunteers.
6. Respect the potential volunteer’s prior commitments (e.g., family, work, social, etc.) and avoid the use of coercion or guilt.

7. Explain the nature, scope and duration of the responsibility to every potential volunteer as specifically, concretely and honestly as possible. Indicate the amount of time involved and delineate the resources and support he or she can expect.
8. Be consistent in expressing affirmation and appreciation for volunteers on an ongoing basis. Take time to inquire about how the work is progressing, about any problems and satisfactions they are experiencing and about any assistance and support they would find helpful for continuing their responsibility or contribution.
9. Teach established parish leaders how to welcome participation from newcomers or alienated Catholics. Continue to affirm them in teaching others what they know, how to share power, etc.
10. Devote time to the education, skill development and ongoing formation of volunteers, especially those in the second and third spheres of responsibility.

Formation of Volunteer Ministers

The enabling of volunteers, particularly from minority groups, should be a priority for all parishes. Ironically, the more limited the local resources and the fewer salaried professional parish staff, the greater the need for this approach and the more urgent it is for pastoral ministers to concentrate their efforts on enabling and coordinating the ministry of parish volunteers.

In training volunteers, there is need for community-based, holistic processes of ministry formation, rather than educational methods that are highly abstract or scientific. Coordinating ministers who are using their skills for group process, faith sharing, guided reflection on human experience and so forth are contributing to the training and formation of local personnel. Training should be designed and created in accord with the needs of volunteers. These needs include not only the learning objectives of the volunteer but also his or her learning styles and cultural and social context. In particular, the thought patterns, idioms, customs and symbols of diverse cultural groups need to be taken into account when designing training programs. It is important that the coordinating ministers convey to volunteers that ministry is a way of life, a way of relating to others and a way of revealing the God within.

Altar Server

Vision

The Altar Server assists the members of the liturgical assembly, and especially the priest and deacon, by presenting or arranging vessels and other items used in the celebration of sacred rites. Their reverent and efficient service enables other ministers to attend to their own roles while the liturgical actions unfold with reverence and appropriate decorum. As members of the assembly who are often visible to all at key moments in the rite, the Altar Servers should also model good liturgical participation.

Responsibilities and Tasks

The Altar Server:

1. Assists with the preparation of the sanctuary and sacred vessels before the liturgy and their proper care afterward.
2. Carries and/or presents various items used in the rite (cross, candles, incense, *Sacramentary*, etc.).
3. Prepares the altar (or assists the deacon in doing so) before the presentation of the gifts.
4. Assists the priest and deacon in receiving the gifts from the people at the altar and helps to complete the preparation rite.
5. Assists the priest and deacon with books and other altar accessories as needed and responds to special circumstances that may arise during the rite.
6. Performs special tasks with dignity and reverence and otherwise participates fully as an exemplary member of the assembly.
7. Exhibits responsibility by serving when scheduled and taking part in special rehearsals, etc.
8. Is attired in dignified clothing for the celebration.

Formation, Training and Criteria for Readiness

The Altar Server:

1. Is a baptized member of the Catholic Church (male or female), already a participant in eucharistic Communion, who has been duly prepared for this role.
2. Is an adult or youth who has the necessary skills and sufficient maturity to serve the liturgical assembly in the way outlined here. (The minimum age is left to the pastor's discretion.)
3. Has learned to participate fully as a member of the liturgical assembly.
4. Desires to serve the parish community and to commit time and talents to this ministry.
5. Has participated in a training process, appropriate to various age groups, that includes:
 - a. Reflection on the importance of the Church's liturgical celebrations and the meaning of service to the worshipping assembly (including the attitudes and spirituality of the minister).
 - b. Examination of the structure and meaning of the Mass and other rites in which Altar Servers exercise their role (including the nature of and relationship with other liturgical ministries).

- c. Review of the arrangement of the church building, the names and placement of furnishings, vestments, books, vessels, etc. (including practice for any responsibility the Altar Server may have for setup or cleanup).
 - d. In-depth rehearsal of the ceremonial procedures of the local community (including attention to posture, deportment, vesting, reverent handling of vessels and the modeling of good assembly participation).
6. Is provided with biannual opportunities to keep growing in understanding and appreciation of the liturgical rites that they help the community to celebrate.

Referral

Selection, formation and commissioning of Altar Servers takes place in the local parish community. Consultation and assistance is provided for parishes by: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Bereavement Team Coordinator

Vision

The Bereavement Team Coordinator provides support to individuals who are experiencing grief through the death of a loved one. The Church calls each member to Christ's Body to participate in the ministry of consolation: to care for the dying, to pray for the dead, to comfort all who mourn. Our Lord is the example of comfort and support to the grieving.

Responsibilities and Tasks

The Bereavement Team Coordinator:

1. Recruits volunteers who want to minister to the bereaved.
2. Provides training for volunteers.
3. Identifies the bereaved in the parish.
4. Facilitates the process for volunteer visits to the bereaved.
5. Coordinates visits to the bereaved.
6. Keeps records of the bereaved and volunteers.
7. Initiates support groups for the bereaved in the parish.
8. Coordinates with other outreach committees.
9. Keeps abreast of resources for bereavement ministry.
10. Keeps in contact with Catholic Charities.

Formation, Training and Criteria for Readiness

The Bereavement Team Coordinator is a person:

1. Who has recovered from personal grief.
2. Who has a willingness to deepen his or her own spiritual life.
3. Who has attended a training session to acquire skills necessary to minister.
4. Who has skills necessary for leadership and facilitation.
5. Who pursues on-going education through reading, discussion and the formulation of an education file on bereavement.

Referral

In the Diocese of Pittsburgh, inquiries regarding this ministry should be directed to: Catholic Charities, Department of Parish Social Ministry, 212 Ninth Street, Pittsburgh, PA 15122, (412) 456-6923.

Campus Minister

Vision

The Campus Minister in the Diocese of Pittsburgh is an officially designated representative of the Catholic Church within the academic community on a specific campus. The Campus Minister is responsible for the spiritual welfare of students, faculty and administration, as well as coordinating and implementing the day-to-day activities of the diocesan program. The *Gospel on Campus* and the bishops' pastoral *Empowered by the Spirit* set forth the vision to the tasks of the Campus Minister: the forming of a faith community, appropriating the faith, forming the Christian conscience, educating for justice, facilitating personal development and developing leaders for the future. The Campus Minister collaborates with other staff members to make the Church present to all involved in higher education and to invite the academic community into dialogue with the Church in order to build God's kingdom of love and justice. He or she takes responsibility for his or her own personal and professional development by participating in local diocesan programs, the Pennsylvania Catholic Campus Ministers Association and the National Catholic Campus Ministers Association.

Responsibilities and Tasks

Worship

The Campus Minister:

1. Arranges for the sacramental life of the Church on campus.
 - a. Collaborates with the priest for a schedule of those services that require an ordained minister.
 - b. Arranges for sacred space where liturgical and prayer services may be conducted in an appropriate manner.
 - c. Is responsible for recruiting liturgical ministers (e.g., lectors, eucharistic ministers, musicians, acolytes and sacristans) and whatever else is needed to enhance the liturgy and prayer life.
2. Provides material and outreach for the Rite of Christian Initiation.
3. Arranges for the Sacrament of Penance on campus.
4. Provides for religious services that do not require an ordained minister, such as prayer gatherings and Liturgy of the Hours.
5. Presides at Communion services when appropriate, if commissioned as an extraordinary minister of Communion.
6. Takes the Eucharist to the sick on campus when needed.
7. Develops retreats and evenings of recollection for students and fosters proper leadership.

Education

The Campus Minister:

1. Advances by way of specific programs the six aspects of campus ministry as outlined in the bishop's pastoral *Empowered by the Spirit*: forming a faith community, appropriating the faith, forming a Christian conscience, educating for justice, facilitating personal development and developing leaders for the future.

2. Conducts programs for sacramental preparation.
3. Provides educational programs in scripture, faith and doctrine, the Church's moral teachings, Christian vocations and spirituality.
4. Educates for Christian outreach and programs of peace and justice.
5. Trains volunteers (e.g., *RCIA* teams), secretarial help and ministers at liturgical celebrations.
6. Makes available Catholic literature and resource materials.

Pastoral Services

The Campus Minister:

1. Maintains a visible and consistent presence on campus.
2. Is available for advice or guidance, particularly for crisis situations, and makes proper referrals when necessary.
3. Is available for spiritual direction and makes recommendations to other spiritual directors when necessary.
4. Maintains communication with campus administrators, especially the dean of the Office for Student Affairs, and any department that lends itself naturally to the issues of campus ministry.
5. Is actively involved in campus ministerial organizations.
6. Advises the Catholic student organizations and provides direction.
7. Encourages student leadership in social outreach programs and coordinates the programs when necessary.
8. Is available to students and their families in times of death, sickness or stress.
9. Is a resource person to the college/university in matters of faith and religion.
10. Provides opportunities for social interaction in a Catholic environment (e.g., pizza party, coffee and donuts after Mass).
11. Welcomes the collaboration of the university/college faculty and staff to meet student needs.
12. Serves as an advocate with resident life when a moral issue is presented.

Administration

The Campus Minister:

1. Prepares the campus ministry budget and monitors it properly according to his or her area of responsibility.
2. Directs publicity for all programs through student bulletins, posters, newsletters and school publications.
3. Oversees the facilities (i.e., Newman Center).
4. Recruits, supervises and supports volunteers.
5. Is open to new ideas and assesses and evaluates existing programs.
6. Ensures good stewardship of all resources within the campus ministry program.
7. Becomes involved in local diocesan campus ministry in-service programs, as well as the Pennsylvania Catholic Campus Ministers Association and the Campus Ministers Association.

Qualities

Fidelity to Catholic teaching and ability to articulate it well. Desire to pray with and for those in a campus community. Is a person who possesses patience, flexibility, punctuality, persistence, a positive attitude and a caring nature.

Competencies and Skills

There are several competencies and skills that have already been set in place by the Catholic Campus Ministers Association's *Standards for Campus Ministers* to exercise this role effectively.

The Campus Minister:

1. Is to exercise personal competencies (i.e., demonstrates a healthy integration on one's physical, spiritual and emotional life, has the ability to manage stress and conflict, is able to communicate the faith and is capable of adhering to the Catholic Campus Ministry Association *Code of Ethics*).
2. Is to be theologically competent (i.e., has a basic understanding of Roman Catholic doctrine and dogma).
3. Is professionally competent (i.e., possesses communication and motivational skills, an ability to share the faith and leadership skills; participates in local, regional and national professional campus ministry organizations; has a healthy understanding of the academic world; and ministers collaboratively and dialogues in an ecumenical environment).

Formation, Training and Criteria for Readiness

The Campus Minister:

1. Is a practicing, believing and fully initiated member of the Catholic Church.
2. Has the written recommendation of his or her pastor or religious superior.
3. Possesses minimally a bachelor's degree in one of the following: theology, religious studies, counseling or social work. The transcript must reflect an overall understanding of theology and counseling. A master's degree is encouraged.
4. Has the potential of becoming certified by the Catholic Campus Ministry Association.
5. Participates in the Frank J. Lewis Orientation Program for Campus Ministers.
6. Is willing and capable of living according to the *Code of Ethics* for Campus Ministers.

Referral

In the Diocese of Pittsburgh, inquiries concerning this ministry should be addressed to: Director, Office for Campus Ministry, Diocese of Pittsburgh, 1010 McNeilly Road, Pittsburgh, PA 15226, (412) 563-6373.

Cantor

Vision

“Among music ministers, the cantor has come to be recognized as having a crucial role in the development of congregational singing. Besides being qualified to lead singing, the cantor must have the skills to introduce and teach new music, and to encourage the assembly. This must be done with sensitivity so that the cantor does not intrude on the communal prayer or become manipulative” (*Liturgical Music Today*, No. 68). During the liturgy, “it is up to the cantor to lead the various liturgical songs, and the people take part in the way proper to them” (*General Instruction of the Roman Missal*, No. 104). In addition, the Cantor “should possess the ability to sing and an aptitude for correct pronunciation and diction” (*General Instruction of the Roman Missal*, No. 102).

Responsibilities and Tasks

The Cantor:

1. Animates the assembly into full and active participation in song.
2. Leads the singing of the psalms (throughout the liturgy) by intoning the antiphon and singing the verses.
3. Leads the singing of any congregation acclamations that require intonation or sung verses.
4. Could musically prepare the assembly by introducing and teaching any new music.
5. Keeps abreast of current resources for the ministry of the Cantor.
6. Maintains the voice with regular practice and/or private lessons.

Formation, Training and Criteria for Readiness

The Cantor:

1. Is knowledgeable of the basic principles of liturgical celebration.
2. Is familiar with the Church’s documents pertaining to music and liturgy.
3. Has basic skills for vocal production (e.g., breathing, projection, diction).
4. Possesses basic musical skills (can read and understand musical directions).
5. Can sing various settings of the psalms (through-composed, Gelineau, chant).
6. Can present oneself in front of an assembly as a leader of musical prayer.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be addressed to: Director, Office for Music Ministry, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 36.

The Office for Music Ministry oversees the following programs associated with music ministry formation and training: The Pittsburgh Chapters of the National Association of Pastoral Musicians and NPM/Diocesan Cantor Schools.

Catechumenal Catechist

Vision

In the journey of Christian initiation, Catechumenal Catechists have an indispensable role. They enable the faith of inquirers—born of evangelization—to resonate more and more deeply in their lives as they approach the sacraments of life in Christ. This direct formational reference to both the experience of evangelization and that of the sacraments is what distinguishes the work of Catechumenal Catechists from other catechetical roles.

Catechists involved in the Christian initiation of adults and children of catechetical age are to be filled with the spirit of the Gospel. Rooted in the unfolding of the liturgical year, they are able to communicate the faith and life of the Church as reflected in its creeds, its worship and the *Catechism of the Catholic Church*. They seek for the catechumens not just an acquaintance with doctrines and precepts, but also the experience of an “apprenticeship” in the whole of Christian life. Such Catechumenal Catechists also take an active part in the rites and celebration of the Word that mark the catechumenate.

Responsibilities and Tasks

The Catechumenal Catechist:

1. Is knowledgeable about the content of the Catholic faith and is able to share it in the context of personal formation and adult faith development.
2. Adapts the instruction and formation of the catechumens to the liturgical signs and cycles of the Church year.
3. Articulates the teaching of the Church as an expression of a lived experience of the faith calling for connection with the daily life of the catechumens.
4. Is responsive to the questions and circumstances of the catechumen.
5. When appointed, celebrates the applicable minor exorcisms (*RCIA* 90-94), blessings (*RCIA* 95-97) and celebrations of the Word as found in the ritual (*RCIA* 81-89).

Formation, Training and Criteria for Readiness

The Catechumenal Catechist:

1. Is an active, fully initiated Catholic.
2. Possesses a basic understanding of Scripture, particularly in its proclamation during Sunday worship (the *Lectio*).
3. Is familiar with the structure, principles and goals of the *Rite of Christian Initiation of Adults*.
4. Has completed the appropriate diocesan-accredited course in basic doctrine, is familiar with the *Catechism of the Catholic Church* and diocesan-approved programs of adult (or older child) catechesis.
5. As appropriate, has enriched his or her knowledge of the faith through accredited courses in apt areas such as sacraments, Sacred Scripture, spirituality, contemporary Catholic morality, etc.
6. Has been commissioned for his or her role by the pastor.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be directed to: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Catechumenate Director

Vision

The Catechumenate Director serves the parish in its ministry of welcoming and forming new members of the Christian community—one of the most important responsibilities of the local church. He or she fosters the full implementation of the *Rite of Christian Initiation of Adults (RCIA)* in the parish as it develops the catechumenate for adults and for children who have reached catechetical age, as well as other formation processes for those seeking reception into full communion or the completion of initiation.

The Catechumenate Director cooperates with parish evangelization leaders, welcoming interested inquirers into a well-developed and responsive ministry of formation that leads to the sacraments of initiation and full Catholic life. The Catechumenate Director nurtures and directs those who assume the various special roles required for Christian initiation and seeks to keep this ministry at the heart of the entire parish community.

Responsibilities and Tasks

Worship

The Catechumenate Director:

1. Collaborates with parish liturgy planners in preparing the various special rites of Christian initiation and takes his or her proper role in them.
2. Assists parish leaders and liturgy planners in maintaining the liturgical year and its focus on ongoing Christian conversion.
3. Leads, when appropriate, some of the special rites associated with the catechumenate and provides suitable formation for others who will exercise such liturgical leadership.
4. Ensures that a prayerful spirit prevails throughout the initiation process and that the catechumens/candidates are formed in liturgical and other communal forms of prayer as well as developing an individual life of prayer.
5. Ensures that catechumens/candidates are gradually and completely welcomed into the liturgical assembly of the parish.

Education

The Catechumenate Director:

1. Fosters the catechesis of the whole community concerning the ministry of Christian initiation and its role in it.
2. Monitors the formation of the various special ministers of the catechumenate (sponsors, catechumenal catechists, etc.).
3. Ensures that the catechesis offered to catechumens/candidates includes sound doctrinal formation offered by well-trained catechumenal catechists.
4. Ensures that print and video materials, etc., offered in initiation are both faithful to the Church's teaching and appropriately used.

Pastoral Services

The Catechumenate Director:

1. Offers welcome and encouragement to inquirers.

2. Ensures that the formation needs of inquirers are adequately evaluated at the start of the initiation process and that special situations (e.g., marriage needs, baptism of children) are handled by appropriate ministers.
3. Assists inquirers, catechumens/candidates and neophytes in achieving the maximum benefit for the parish's initiation ministry at various stages.
4. Ensures that participants who are hesitant or who have special needs are directed to appropriate personal or organizational resources in the parish, neighborhood or diocese.
5. Offers welcome and encouragement to the family of the participants and seeks assistance for them as needed.
6. Provides support for the other members of the initiation team.

Administration

The Catechumenate Director:

1. Collaborates with the pastor, under his supervision, and with other members of the parish staff in enabling the parish to fulfill its proper role in Christian initiation of adults and older children.
2. Recruits and develops the parish initiation planning team or steering committee.
3. Fosters the development of parish structures and ministries that serve:
 - a. An ongoing ministry for inquirers.
 - b. Year-round formation for catechumens and/or candidates.
 - c. Mystagogical ministry for neophytes.
4. Monitors the content and quality of catechumenal formation to ensure that it corresponds to the norms of the *RCIA*, especially on paragraph 75.
5. Ensures and assists the participation of parish clergy and other ministers in the initiation process and fosters the involvement of the whole parish community.
6. Manages, in collaboration with the pastor, the budget for the initiation ministry.
7. Provides required record keeping and correspondence.
8. Provides ongoing evaluation of various aspects of the initiation ministry of the parish.
9. Relates to cluster, deanery and diocesan programs and personnel in Christian initiation.
10. Develops and maintains contact with professional peers, including those from other parishes.

Qualities

He or she must have a strong appreciation for the life and mission of the local church. In particular, the director must understand and respect the relationship between liturgical worship, the church's teaching role and the fellowship of the local community. Such a person must be able to communicate the joy and goodness of the Catholic tradition while respecting the religious experience of others, especially the faith-journey of inquirers.

The Catechumenate Director must be sensitive to the dynamics of personal Christian conversion, while at the same time being able to organize people and programs in support of the process. He or she must be flexible in adapting initiation procedures to the needs and conditions of the candidates while maintaining the vision and principles of the *RCIA*.

Competencies and Skills

The Catechumenate Director:

1. Is thoroughly familiar with the vision, structure, goals and methods of the *RCIA*.
2. Is comfortable with people and able to make them feel welcome.
3. Has the ability to help others understand the Catholic life of faith.
4. Shows discretion in dealing with personal matters of others.
5. Is able to work collaboratively with senior staff and with team and volunteer ministers.
6. Is able to recognize and foster the gifts of others in ministry.
7. Is capable of program-planning, interpersonal and large-group communication and team development.
8. Is able to pray with others and is comfortable leading ritual prayer.
9. Has a working knowledge of canonical and sacramental policies and procedures that affect Christian initiation.

Formation, Training and Criteria for Readiness

The Catechumenate Director ought to possess in-depth knowledge in the following areas:

1. History and practical application of the *Rite of Christian Initiation of Adults*, as well as other forms of the sacraments of initiation.
2. Theology of conversion and the sacraments in the context of the Christian community.
3. A general, sound and current grasp of Church teaching and of catechetical resources for catechumenate use.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be directed to: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Catholic Committee Scout Leaders/Counselors

Vision

The Catholic Scout Leader/Counselor is an adult volunteer who encourages youth in religious training and values, promotes the principles of scouting/campfire and exhorts youth to strive for religious awards and emblems. This adult is a person of faith exhibiting strong Christian values and leadership skills.

Responsibilities and Tasks

The Catholic Scout Leader/Counselor:

1. Becomes knowledgeable about religious emblems and medals.
2. Organizes the learning sessions for youth working on awards in cooperation with the Office for Youth and Young Adult Ministry.
3. Presents the candidates for awards at the annual convocation.
4. Encourages participation in the annual camporee/retreat.
5. Supports and recognizes outstanding adults who have contributed to the spiritual development of Catholic youth.

Formation, Training and Criteria for Readiness

1. Counselor training is offered to educate adult volunteers about the awards program.
2. Scout Leader development is a spiritual reflection program emphasizing the place of religion in scouting and is offered periodically.

Referral

In the Diocese of Pittsburgh, inquiries concerning this ministry should be addressed to: Director, Department for Youth and Young Adult Ministry, Diocese of Pittsburgh, 1010 McNeilly Road, Pittsburgh, PA 15226, (412) 563-6373.

Choir Director

Vision

“Because of the liturgical ministry it performs, the choir deserves particular mention. Its role has become something of yet greater importance and weight by reason of the norms of the Council concerning the liturgical renewal. Its duty is, in effect, to ensure the proper performance of the parts which belong to it, according to the different kinds of music sung, and to encourage the active participation of the faithful in the singing” (*Instruction on Music in the Liturgy*, No. 19). “Choirs must be diligently promoted, but pastors must be at pains to ensure that, whenever the sacred action is celebrated with song, the whole body of the faithful may be able to contribute to the active participation which is rightly theirs” (*Constitution of the Sacred Liturgy*, No. 114).

Responsibilities and Tasks

The Choir Director:

1. Collaborates with the pastor and (if applicable) the director of music ministry and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
2. Leads the choir to a balance of supporting the congregation’s song and singing anthems alone.
3. Prepares all choral music for the liturgy, including rehearsals.
4. Conducts the choir and any instrumentalists for the music used during the liturgy.
5. Works in conjunction with other members of the music ministry staff to share in executing music for the liturgy.

Formation, Training and Criteria for Readiness

The Choir Director:

1. Is knowledgeable of the basic principles of liturgical celebration.
2. Is familiar with the Church’s documents pertaining to music and liturgy.
3. Demonstrates adequate skill in conducting and vocal technique.
4. Has a thorough understanding of the human voice.
5. Possesses the ability to work with the amateur, volunteer singer.
6. Is familiar with available choral repertoire for various choral voicing.
7. Assimilates official church documents when planning the choir’s involvement.

Referral

For further information, contact: Director, Office for Music Ministry, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 36.

The Office for Music Ministry oversees the following programs associated with music ministry formation and training: The Pittsburgh Chapters of the National Association of Pastoral Musicians and NPM/Diocesan Choir Member Schools.

Choir Member

Vision

“Because of the liturgical ministry it performs, the choir deserves particular mention. Its role has become something of yet greater importance and weight by reason of the norms of the Council concerning the liturgical renewal. Its duty is, in effect, to ensure the proper performance of the parts which belong to it, according to the different kinds of music sung, and to encourage the active participation of the faithful in singing” (*Instruction on Music in the Liturgy*, No. 19). “Members of the choir exercise a genuine liturgical function. Each (member) must be trained to perform his or her functions in a correct and orderly manner” (*Constitution of the Sacred Liturgy*, No. 29). “A well-trained choir adds beauty and solemnity to the liturgy and also assists and encourages the singing of the congregation” (*Music in Catholic Worship*, No. 36).

Responsibilities and Tasks

The Choir Member:

1. Contributes to the musical life of the liturgy through enhancement and leadership.
2. Sings the musical portions of the liturgy, either as leaders of the congregational song, or as part of the anthem sung by the choir alone.
3. Conscientiously accepts the commitment to the ministry of music.
4. Shows his or her commitment through regular rehearsal attendance as well as independent review of the music rehearsed.

Formation, Training and Criteria for Readiness

The Choir Member is a liturgical minister who:

1. Recognizes the value of music as a ministry and is dedicated to fostering it.
2. Can distinguish between liturgical ministry and musical performance and promote the values and attitudes appropriate to ministry.
3. Understands the importance of ensemble singing and working together as a team.
4. Is dedicated to developing his or her musical skills in the best way to serve the choir.
5. Comprehends the commitment involved in preparing and executing music for the liturgy through compliance with the practices set forth by the community.

Referral

For further information, contact: Director, Office for Music Ministry, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 36.

The Office for Music Ministry oversees the following programs associated with music ministry formation and training: The Pittsburgh Chapters of the National Association of Pastoral Musicians and NPM/Diocesan Choir Member Schools.

Coach

Vision

The volunteer Coach for a parish sports team is a mature Catholic Christian person who works toward the integration of sports into the parish youth ministry program. He or she coordinates and is responsible for providing a Catholic Christian environment to practice for and participate in diocesan sponsored sports events. The Coach helps promote personal growth and Catholic Christian sportsmanship in the individual youth he or she coaches and provides an opportunity to share Catholic Christian community through greater participation in parish life.

Responsibilities and Tasks

The Coach:

1. Collaborates with the pastor and youth minister in the selection of team members.
2. Organizes and schedules times and places for practices and games in cooperation with the diocesan athletic director.
3. Serves as a role model of an adult Catholic Christian.

Formation, Training and Criteria for Readiness

The Coach is required to:

1. Attend a 5-hour Coach accreditation program sponsored by the Department for Youth and Young Adult Ministry.
2. Renew his or her accreditation every three years through enrichment programs.

Referral

In the Diocese of Pittsburgh, inquiries concerning this ministry should be addressed to: Director, Department for Youth and Young Adult Ministry, Diocese of Pittsburgh, 1010 McNeilly Road, Pittsburgh, PA 15226, (412) 563-6373.

Coordinator of Evangelization

Vision

The Coordinator of Evangelization serves the parish in four specific areas:

1. Maintaining its own foundation in and commitment to the Gospel of Jesus Christ and the building of a personal relationship with Him.
2. Looking beyond itself to share the Gospel with unchurched neighbors and the wider community.
3. Reaching out to inactive and alienated members of the Catholic community.
4. Attempting to influence the social environment and culture with the spirit of the Gospel.

The Coordinator of Evangelization helps to organize the varied human and other resources of the parish to accomplish these goals, and he or she works personally as a leader in these areas.

The Coordinator of Evangelization is an instrument for the process of conversion, which leads to full participation in the mission of Christ and the life of the Church.

Responsibilities and Tasks

Worship

The Coordinator of Evangelization:

1. Assists parish liturgy planners in identifying and enhancing the evangelization dimensions of worship (e.g., in the celebration of Mass, weddings, funerals, baptisms, etc., as well the periods of preparation for the sacraments).
2. Assists parish leaders and organizations in maintaining the liturgical year and its focus on the ongoing conversion of the community.
3. Ensures that evangelization efforts (for both the unchurched and the alienated/inactive) help to lead persons to the liturgical celebrations of faith.
4. Cooperates with catechumenate leaders and liturgy planners in preparing the rite of admission of catechumens and welcoming of candidates for full communion.

Education

The Coordinator of Evangelization:

1. Contributes to the formation and the renewal of various ministers and parish groups.
2. Researches and proposes strategies for the renewal of parish life.
3. Educates and helps the staff and parishioners in the understanding of evangelization as the central mission of the Church.
4. Invites, motivates and trains volunteer ministers for specific evangelization efforts (home visitations, new parishioners, community outreach, church hospitality, etc.)

Pastoral Services

The Coordinator of Evangelization:

1. Participates actively in the evangelization process at various levels.

2. Renders direct service in accord with his or her own gifts (e.g., spiritual direction, leader of communal prayer, catechesis, etc.).
3. Helps plan and participates in staff growth days.
4. Provides for the integration of neophytes into the life of the parish community.

Administration

The Coordinator of Evangelization:

1. Collaborates with the pastor, under his supervision, and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
2. Collaborates with ministers of youth, peace and justice, and religious education to provide evangelization strategies.
3. Collaborates with initiation/catechumenal leaders who will provide formation for those who have been evangelized and assists them in integrating the newly initiated into the mission of the parish.
4. Conducts needs assessments and designs programs in the area of evangelization.
5. Manages, in collaboration with the pastor, the budget for evangelization.
6. Provides required record keeping and correspondence.
7. Provides ongoing evaluation of results at every level of work.
8. Relates to cluster, deanery, vicariate and diocesan programs and personnel in evangelization.
9. Develops and maintains contact with professional peers, including those from other churches.
10. Designs and manages publicity for programs of evangelization.

Qualities

The Coordinator of Evangelization must be uniquely attentive to and respectful of people's human and religious experiences and especially able to deal with and understand the spiritual questions, confusion, pain and anger of others. Joy, compassion, warmth and a commitment to reconciliation must also mark such a minister. He or she must have a balanced, wholesome and current appreciation of and dedication to the Catholic faith.

Competencies and Skills

There are several competencies and skills that are particularly important for the effective exercise of the role of Coordinator of Evangelization.

The Coordinator of Evangelization:

1. Is able to understand the conversion process in the light of Catholic theology and in terms of practical knowledge of the people who make up the community.
2. Is conversant with spiritual and religious trends, movements, moods, etc., in American and local culture in order to help communicate the Catholic experience of God, faith, etc.
3. Is attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.
4. Is able to invite, welcome and provide hospitality.
5. Is able to pray with others.

6. Is able to share faith on a personal level and also provide a bridge to the shared faith of the Catholic tradition.
7. Is able to develop and organize concrete evangelization projects and to challenge and empower others in their gifts in this ministry.
8. Has a working knowledge of canonical and sacramental policies of the Church that pertain to admission and re-admission to the Church, marriage, infant baptism, etc.

Formation, Training and Criteria for Readiness

Preparation for this ministry requires in-depth knowledge in the following three areas:

1. Theology of mission and ministry.
2. An analysis and understanding of the dynamics of religious alienation.
3. History and practical application of the *Rite of Christian Initiation of Adults*.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be directed to: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205-4227, (412) 921-5800, ext. 32.

Coordinator of Liturgy

In many of our parishes at present, it seems to be more common to have either a Coordinator of Liturgy or a Director of Music Ministry (page 33) on the professional staff rather than both. Sometimes, one or the other is full-time and/or salaried, while the other is part-time and/or a volunteer. And sometimes, one of these roles is one person's only responsibility while the other role is merely part of another person's (e.g., a parochial vicar's) job description. In specific pastoral situations, therefore, the contents of either of these two profiles may, in fact, overlap or be more expanded or more restricted than indicated here. The intended value of separating responsibilities as two distinct profiles, as presented here, is to provide a clear frame of reference when blending or separating out job descriptions at the local parish level.

Vision

The Coordinator of Liturgy is an integral member of the parish staff with professional preparation in and sensitivity to the celebration of Catholic liturgy and human ritual. This ministry provides leadership in the planning, execution and celebration of all parish liturgies and develops and coordinates all liturgical ministries.

Responsibilities and Tasks

Worship

The Coordinator of Liturgy:

1. Discerns parish worship and prayer needs and oversees the provision of quality liturgical celebrations and sacramental services, in collaboration particularly with the director of music ministry.
2. Serves as the local parish resource to all staff members and liturgical ministers to promote an understanding and full implementation of the Church's liturgical documents and to develop among parish members the needed skills for the planning and execution of all parish liturgies.
3. Joins with others to develop the liturgical spirit of the parish and fosters an atmosphere of hospitality and harmony.
4. Serves as a leader of prayer in group formation sessions when appropriate.

Education

The Coordinator of Liturgy:

1. Invites, motivates and trains volunteer ministers.
2. Provides for the initial and ongoing formation of all liturgical ministers, as well as liturgy teams and committees.
3. Educates members of the assembly and provides input for parish organizations in matters of liturgical understanding, sensitivity and planning.
4. Makes information available about opportunities for growth, including diocesan deanery workshops, programs, etc.
5. Keeps abreast of developments in sacramental theology, the requirements of canon law, liturgical practice nationally, and diocesan policies and guidelines and updates the parish on these matters.

Pastoral Services

The Coordinator of Liturgy:

1. Is visibly present to main parish groups at principal parish events and is attuned to the living faith and real concerns of parishioners.
2. Recruits persons for various liturgical roles and attempts to involve new members, parishioners of all ages and diverse parish subgroups.
3. Is involved in ecumenical, cluster, deanery and diocesan networks of professional peers and fosters good public relations both within and outside the parish.

Administration

The Coordinator of Liturgy:

1. Collaborates with the pastor, under his supervision, and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
2. Directs the parish worship program, including the planning of liturgical seasons and all sacramental, liturgical and devotional celebrations, in collaboration with the director of music ministry.
3. Provides resources for and may even moderate the parish worship committee while coordinating the work of parish liturgy planning teams and the work of the various liturgical ministers, presiders, lectors, extraordinary ministers of Communion, servers, sacristans, artists, ushers, those who prepare/write texts used in the liturgy and (in cooperation with the director of music ministry) instrumentalists.
4. Prepares and manages the worship budget in collaboration with the pastor.
5. Provides for periodic evaluation of the quality of worship programs and ministries.
6. Oversees the provision of needed materials for worship, such as aesthetic décor and cleanliness of the worship space, ample supply of sacred vessels and vestments, and maintenance of an effective sound system, participation materials, etc.
7. Collaborates with the school principal, director for religious education, youth minister, initiation leaders and other staff members in order to provide any needed assistance or consultation for their worship responsibilities and to unify these elements within the general liturgical life of the parish.

Qualities

This minister must possess a sense of the sacred and of ritual. He or she should have a good sense of personal presence to the parish community and the ability to articulate the parish's spirituality into appropriate expressions of Roman Catholic worship.

Competencies and Skills

The Coordinator of Liturgy:

1. Has an in-depth understanding of the theology and history of sacramental and liturgical practices.
2. Is knowledgeable of the historical and pastoral development of the Liturgical Year.
3. Is knowledgeable of the relationship between religion and culture and of the relationship between ecclesiastical spirituality and liturgy/devotional expressions of popular piety.

4. Has a firm and current knowledge of the Church's liturgical documents and norms.
5. Has a basic understanding of the Church's liturgical ministries and arts.

Formation, Training and Criteria for Readiness

Preparation for this ministry also requires professional development in the liturgical arts.

Even though it is possible for an individual to have a well-developed and in-depth liturgical sense developed by exposure to substantive literature, exemplary pastoral experience of liturgy and educational workshops, liturgical competence is ordinarily acquired through a professional course of liturgical studies. A certificate or degree, together with one or more supervised internships in pastoral setting, is recommended for this ministry.

Referral

In the Diocese of Pittsburgh, inquiries about his ministry should be addressed to: Director, Department for Worship, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Correctional Pastoral Care Minister

Vision

Those called to the pastoral care of incarcerated members of the Church share a conviction and commitment to minister in the name of the Church. This service, to be worthy of the name, is characterized by basic respect for the God-given dignity and destiny of all persons and is imbued with charity and justice.

A Correctional Pastoral Care Minister is assigned to minister to the inmates and staff of a particular institution. He or she will deal with others in a way that respects their dignity as persons and their freedom of conscience without compromising his or her own beliefs.

Correctional Pastoral Care Ministers will respect the confidentiality demanded in view of the privileged relationship they have with the persons being served. They will strive to promote the values and guidelines for prison ministry established by the Catholic Church and keep themselves informed in regard to them.

Responsibilities and Tasks

Worship

The Correctional Pastoral Care Minister:

1. Coordinates the sacramental requests of the inmates with clergy either assigned to or responsible for the prison.
2. Discerns worship and prayer needs and oversees the provision of quality liturgical celebrations and sacramental services in collaboration with assigned clergy.
3. Joins with others to develop the pastoral ministry of the institution and fosters an atmosphere of hospitality and harmony.
4. Serves as a leader of prayer in group formation sessions when appropriate.

Education

The Correctional Pastoral Care Minister:

1. Invites, motivates and trains volunteer extraordinary ministers of Communion and pastoral visitors.
2. Recruits persons for various liturgical roles for programming liturgy and taped ministry to inmates.
3. Makes information available to volunteers about opportunities for training and growth, including diocesan and national prison training programs.
4. Is mindful of the needs of the whole person and promotes and participates in an interdisciplinary approach to prison ministry whenever possible.

Pastoral Services

The Correctional Pastoral Care Minister:

1. Maintains a visible and consistent presence in the institution.
2. Is available for advice or guidance, particularly for crisis situations, and makes proper referrals when necessary.
3. Is available for spiritual direction.

4. Maintains communication with the Director of Pastoral Care and other pastoral care ministers serving the institution.
5. Is available to families in times of death, sickness or stress.

Administration

The Correctional Pastoral Care Minister

1. Collaborates with other staff members, integrating his or her own area of responsibility with the overall pastoral ministry endeavor.
2. Directs seasonal liturgical planning and all sacramental and devotional celebrations in collaboration with ordained ministers.
3. Is involved in the preparation and managing of the office budget.
4. Oversees the provision of needed materials for worship and cleanliness of the worship space, supply of sacred vessels and vestments and maintenance of an effective sound and video system.
5. Is involved in ecumenical, deanery and diocesan networks of professional peers and fosters good public relations both within and outside the prison facility.

Qualities

The Correctional Pastoral Care Minister must possess a sense of the sacred and of ritual. He or she should have a good sense of personal presence to the prison community and the ability to articulate spirituality throughout the facility.

Competencies and Skills

The Correctional Pastoral Care Minister:

1. Has an in-depth understanding of the theology and history of sacramental and liturgical practices.
2. Has proficiency in the action-reflection process evidenced by a degree of self-knowledge that permits personal care to be offered within the context of the inmates' strengths and limitations.
3. Is a self-reflective person, well grounded in a relationship to God, self and others. Possesses an emotional maturity issuing in compassionate ministry.
4. Possesses personal integrity, a clear sense of personal identity and an ability to relate to others.
5. Is able to function effectively under stress, to cope with crisis situations and to respond creatively to a multiplicity of challenges.

Formation, Training and Criteria for Readiness

Preparation for this ministry also requires professional development in clinical pastoral education.

Even though it is possible for an individual to have a well-developed and in-depth pastoral sense developed by exposure to substantive literature, exemplary ministry experience and educational workshops, pastoral competence is ordinarily acquired through a professional course of clinical pastoral studies. A certificate or degree in pastoral ministry

together with one or more supervised internships in a prison facility is recommended for this ministry.

The Correctional Pastoral Care Minister:

1. Is a practicing, believing and fully initiated member of the Catholic Church.
2. Possesses an ability to articulate a pastoral theology that is both contemporary and functional.
3. Demonstrates competence in reflecting theologically and in facilitating that process in others.
4. Shows evidence of a basic understanding of the theology, ecclesiology and practices of faith groups other than that of the Correctional Pastoral Care Minister.
5. Shows evidence of understanding current theological and spiritual issues that confront Correctional Pastoral Care Ministers.
6. Demonstrates an ability to articulate ethical issues.

Professional competencies shall include demonstrated skills within the areas of pastoral care, human relations, leadership and professional accountability.

1. Pastoral Care:
 - a. Ability to understand and help others discover meaning in the experiences of suffering, grief and loss.
 - b. Understanding of the ways in which psychosocial dynamics and cultural-ethnic differences affect pastoral care practices.
 - c. Ability to provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances.
2. Human Relations:
 - a. Skills in communicating effectively through active listening and responding.
 - b. Capacity for intervening in chronic and acute situations.
 - c. Demonstration of an ability to initiate, deepen and terminate pastoral relations.
 - d. Ability to articulate ways in which the minister has used supervision, consultation and peer group process to evaluate personal and professional growth in ministry.
3. Leadership:
 - a. Skills in utilizing pastoral perspective and competence in a variety of functions, such as worship, teaching, administration and team building.
 - b. Skills in facilitating decision-making based on an understanding of religious heritage, theological values and behavioral sciences.
4. Professional Accountability:
 - a. Evidence of understanding the operational systems in the prison setting.
 - b. Validation of the ability to function as an integral member of an interdisciplinary team.
 - c. Facility in communicating with other prison personnel correctional officers through use of referral systems in the prison setting.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be addressed to: Director, Office for Chaplain Services, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, (412) 456-3060.

Director for Religious Education

This profile is exclusively that of a Director for Religious Education (DRE) who, in most parishes, is understood to be responsible for the total religious education program of the parish and has obtained a master's degree in religious education or a related field.

In the Diocese of Pittsburgh, a Coordinator for Religious Education (CRE) is one who has obtained a bachelor's degree in the areas of education, theology and/or religious education, whereas a program manager is one who does not have an academic degree in any of the above areas or has a degree in an unrelated field.

Vision

Directors for Religious Education (DRE) are parish ministers who have acquired specialized training in religious studies, theology and related areas. They provide leadership in the design and implementation of programs for adults, youth and children to assist in building a solid foundation for adult spirituality, Christian living and ministry. They empower parishioners to respond more fully to their baptismal call to work, worship and service mainly through reflection upon life experiences in the light of Jesus' Gospel and message.

Responsibilities and Tasks

Worship

The Director for Religious Education:

1. Ensures that opportunities are available for liturgical worship services in all religious education programs.
2. Collaborates with the coordinator of liturgy and/or director of music ministry to ensure that liturgical worship is integrated with catechetical programs.

Education

The Director for Religious Education:

1. Invites, motivates and trains volunteers to assist as responsible leaders for various aspects of the total program.
2. Develops a learning community among the catechists so that they assimilate the basic principles of pedagogy and adult learning and are able to apply this knowledge for the particular grade/age level.
3. Facilitates personal faith growth among catechists as a Christian community.
4. Presents to catechists and others the teaching of the Catholic Church according to the catechetical principles enunciated in Church documents: universal, national and diocesan.

Pastoral Services

The Director for Religious Education:

1. Calls forth personnel from among the members of the parish to assist as responsible leaders for various aspects of the program.
2. Is visibly present at principal parish events.

3. Promotes good public relations both within and beyond the parish and is involved in ecumenical, regional, deanery and diocesan networks of professional peers.

Administration

The Director for Religious Education:

1. Maintains regular communication and collaborates with the pastor, under his supervision, and other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
2. Develops a coordinated approach toward total parish religious education for faith development through catechesis on all age levels and collaborates with the catechetical staff in formulating a statement of catechetical purpose.
3. Researches the religious education needs and preferences of the people of the parish, and designs catechetical programs to meet these needs, with particular emphasis upon adults, in accord with the principles enunciated in Church documents and diocesan policies. He or she chooses suitable materials for these programs.
4. Oversees the recruitment of catechists and support staff and provides them with continuity and support.
5. Directs the work of the religious education professional and support staff.
6. Undertakes ongoing evaluation in light of goals and objectives based on the catechetical statement of purpose.
7. Prepares and manages the religious education budget in collaboration with the pastor.
8. Ensures that accurate records are kept of catechists, children, families, etc.
9. Serves as a communication link between the catechetical program and the rest of the parish, including the catechetical staff, parents and the parish at large.
10. Provides catechetical consultation to the other members of the parish staff.

Qualities

The capacity to relate to a wide variety of people, a spirit of generosity and the ability to delegate and collaborate are essential qualities because the ministry of the DRE often intersects with other parish ministers. Flexibility, realism, enthusiasm and a sense of humor are also important qualities for the DRE.

Competencies and Skills

The Director for Religious Education:

1. Is able to articulate the philosophy and theology underlying the parish religious education program.
2. Can guide and write the statement of catechetical purpose, the goals and objectives of this statement and provide the programs to implement these.
3. Is able to guide the catechetical staff in the systematic assessment of the catechetical needs of the parish.
4. Is able to guide the catechetical methodology, adult faith formation and the standards and policies of the diocese for religious education.
5. Is able to articulate Catholic theology in light of the teachings of the Church since the Second Vatican Council.
6. Is able to facilitate meetings and group processes.

7. Has some experience at conflict management and resolution.
8. Can incorporate appropriate content from Catholic scholarship into catechists' training and other adult religious education programming.
9. Is able to evaluate formally the catechetical programs.
10. Can integrate the catechetical thrust of the parish with liturgical celebration.
11. Is able to assemble literary and audio-visual resources.
12. Has organizational and time management skills.

Formation, Training and Criteria for Readiness

Educational Preparation

The Director for Religious Education is to have a master's degree or higher in the areas of theology, religious education or pastoral ministry. Studies toward this degree preferably include course work in "theology, scriptures, liturgy, psychology, and educational theory" (*National Directory for Catechesis*, No. 214).

Catechetical Preparation

To function effectively, the DRE needs experience in catechizing or teaching religion (i.e., as a religion teacher in an elementary or secondary school) or as a catechist in a parish religious education program. Experience on a variety of levels, including child and adult catechesis, is preferred.

Administrative Experience

To function effectively, the DRE needs administrative experience, ideally in the direction of some phase of parish catechetics or in some other administrative capacity that involves the direction of programs and personnel.

Referral

In the Diocese of Pittsburgh, standard requirements for entrance into this ministry are established (consult the Hiring Handbook). Inquires about this ministry should be addressed to: Director, Department for Religious Education, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, (412) 456-3112.

Director of Music Ministry

In many of our parishes at present, it seems to be more common to have either a Coordinator of Liturgy (page 24) or a Director of Music Ministry on the professional staff rather than both. Sometimes, one or the other is full-time and/or salaried, while the other is part-time and/or a volunteer. And sometimes, one of these roles is one person's only responsibility while the other role is merely part of another person's (e.g., a parochial vicar's) job description. In specific pastoral situations, therefore, the contents of either of these two profiles may, in fact, overlap or be more expanded or more restricted than indicated here. The intended value of separating responsibilities as two distinct profiles, as presented here, is to provide a clear frame of reference when blending or separating out job descriptions at the local parish level.

Vision

The Director of Music Ministry is a professional who holds specialized credentials in music and has a thorough understanding of Roman Catholic liturgy. This person of faith is responsible for the effective planning, coordination and execution of music within the liturgical celebrations of the parish. He or she is gifted with a vision of how a local Church can develop its potential.

“Every liturgical celebration ... is a sacred action surpassing all others” (*Constitution of the Sacred Liturgy*, No. 7). “Among the many signs and symbols used by the Church to celebrate its faith, music is of preeminent importance. ... Music should assist the assembled believers to express and share the gift of faith that is within them, and strengthen their interior commitment of faith” (*Music in Catholic Worship*, No. 23).

Responsibilities and Tasks

Worship

The Director of Music Ministry:

1. Provides music and musicians for all Sunday and other major celebrations, including weddings, funerals, etc.
2. Builds repertoire and encourages the participation of the parish community in singing at various liturgies.
3. Acts as a consultant to parishioners for planning sacramental liturgies (e.g., weddings, funerals, baptisms, etc.).

Education

The Director of Music Ministry:

1. Invites, motivates and trains all parish ministers of music (whether volunteer, stipend or salaried).
2. Provides liturgical formation, music education and practical preparation for liturgical celebration for cantors/leaders of song, choral and instrumental groups.
3. Serves as a resource consultant for parish concerns regarding music, helping to educate staff, ministers of music and the congregation in developing their potential to understand the role of music in worship and to celebrate liturgies of musical quality.

4. Keeps abreast of current developments in liturgy and in music and directs music ministers to available training workshops and formational opportunities.

Pastoral Services

The Director of Music Ministry:

1. Is visibly present at principal parish events, keeping attuned to the living faith and real concerns of parishioners.
2. Cooperates with the coordinator of liturgy in recruiting needed musicians and attempts to involve newcomers and a broad spectrum of parishioners.
3. Works to foster unity among all parish musicians and to create a spirit of harmony with the presider and other liturgical ministers.
4. Promotes good public relations both within and beyond the parish and is involved in ecumenical, cluster, deanery and diocesan networks of professional peers.

Administration

The Director of Music Ministry:

1. Collaborates closely with the pastor, under his supervision, and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
2. Directs the parish music program and selects and plans music in cooperation with the coordinator of liturgy and the liturgy teams/committees for use in parish liturgies.
3. Provides leadership in areas related to liturgical music (e.g., selects and develops participation aids for the congregation, selects and maintains musical instruments, coordinates services and schedules of parish musicians, ensures copyright permission, etc.).
4. Prepares and manages the budget for the parish music program in collaboration with the coordinator of liturgy and the pastor.
5. Collaborates with the coordinator of liturgy and other staff members (e.g., principal, director for religious education, youth minister, etc.) to coordinate and ensure appropriate music for all parish sacramental celebrations and provides them with consultation and needed assistance.

Qualities

Effective functioning of this ministry requires, in particular, that the Director of Music Ministry be a person of prayer, be sensitive to the cultural experience of parishioners and understand their spirituality and worship life.

Competencies and Skills

The Director of Music Ministry:

1. Is knowledgeable of and comfortable with Church music literature in all forms and styles for the congregation, choirs (adult, teen and children), vocalists and instrumentalists.
2. Is proficient in liturgical principles.
3. Has a thorough understanding of the musical, liturgical and pastoral judgments that must be made in selecting music for liturgy.
4. Is proficient in at least one performance area (e.g., keyboard, choral, voice).

Formation, Training and Criteria for Readiness

Preparation for this ministry demands professional training in music and liturgy. Minimally, a bachelor's degree or equivalent is required for a Director of Music Ministry, even though a more professional qualification, such as the equivalent of a master's degree in music and liturgy, is preferred.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be addressed to: Director, Office for Music Ministry, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 36.

The Office for Music Ministry oversees the following programs associated with music ministry formation and training: The Pittsburgh Chapters of the National Association of Pastoral Musicians and the Director of Music Ministry Division.

Elementary School Principal

Vision

The Catholic Elementary School Principal is, by the delegated authority of the pastor, responsible for implementing the policies and practices of Catholic education as recommended by the Department for Catholic Schools. The principal's role is primarily leadership in spiritual and professional matters. The principal works to create a school climate conducive to growth in moral values and academic excellence that are appropriate and in conformity with the pastoral *To Teach As Jesus Did*.

At any level, in any type of school (diocesan, regional, consolidated or parish), the principal takes the initiative in bringing clergy, faculty, parents and students together to create a faith community and to foster its continuing development.

The primary goal of the principal in a Catholic school is to create a climate that focuses on the development of Gospel values, healthy self-esteem and academic excellence and reflects the spirit of the pastoral *To Teach As Jesus Did*.

Responsibilities and Tasks

Worship

The Elementary School Principal:

1. Collaborates with other appropriate members of the parish staff (e.g., coordinator of liturgy and/or director of music ministry, DRE, etc.) to ensure quality prayer and liturgical celebration opportunities for the school community.
2. Oversees the appropriate provision of sacramental preparation programs and of sacramental reception for students (and parents) of the school community.

Education

The Elementary School Principal:

1. Provides opportunities for in-service in spiritual and educational development for the staff.
2. Directs, supervises, evaluates and improves all areas of the curriculum.
3. Provides staff development for the faculty.

Pastoral Services

The Elementary School Principal:

1. Encourages interaction between and among faculty, staff and students by encouraging a climate conducive to the development of spiritual, personal and professional growth.
2. Collaborates with parish and diocesan personnel in planning and implementing programs for a total integrated approach to catechesis.
3. Communicates effectively with the Department for Catholic Schools, Department for Religious Education/CCD, pastor/school board, parish personnel, parents, faculty, students and the civic community.
4. Establishes a public relations committee to market the school.
5. Establishes positive relationships with the civic community by encouraging school participation in local programs.

Administration

As an administrator and instructional and faith leader, the Elementary School Principal:

1. Observes and evaluates teaching personnel.
2. Consults with the pastor(s), education commission and/or advisory school board, parents and faculty in determining policies which are consistent with the regulations of the Department for Catholic Schools.
3. Maintains close cooperation with the pastor, the school board/education commission and the principal.
4. Appoints an assistant principal when the enrollment of the school and complexity of its programs warrant it.
5. Articulates the philosophy and objectives of Catholic education as stated in the teachings of the Church and by the diocesan bishop.
6. Monitors the acquisition of diocesan accreditation, catechetical certification and Pennsylvania Instruction II certification of teachers.
7. Prepares and submits required reports for the diocesan Department for Catholic Schools, school board and pastor.
8. Implements the recommendations of the pastor and/or school board/parish council and gives a report to the pastor and/or school board/parish council at regular meetings.
9. Oversees the maintenance and safety of school facilities.
10. Supervises the implementation of the Vision and Values Program, Verifying the Vision/Middle States Accreditation process and diocesan curriculum guidelines.
11. Supervises and evaluates instruction utilizing a formal process.
12. Plans and presents orientation for new teachers and paraprofessionals.
13. Participates in the preparation of the annual school budget and submits it for approval.
14. Assists in establishing the tuition policy of the school.
15. Cooperates with fund raising projects for the school.
16. Communicates with the local public school administration.
17. Monitors recruitment and retention of students.
18. Establishes and participates in the long-range planning committee for the school.

Qualities

Effective functioning in this ministry requires a love for learning. An openness to differing opinions and views, especially concerning the principal's role as administrator of curriculum, pedagogy and educational policies, is needed. The principal should also relate well to both children and adults, as well as have the ability to coordinate a staff of dedicated teachers to achieve mutually agreed-upon goals.

Competencies and Skills

1. Understanding of the philosophy of Catholic education, policies and programs that govern the Catholic school.
2. Understanding, as an instructional leader, of the patterns of growth in child development and possessing a workable knowledge of learning theories.
3. Proficiency in curriculum development.
4. Knowledge of personal and interpersonal leadership styles.
5. Understanding and appreciation of evaluation techniques for self and other personnel.

Formation, Training and Criteria for Readiness

Preparation for this ministry must follow the guidelines of the Department for Catholic Schools. Some of the guidelines include:

1. All principals shall have a minimum of five years of successful teaching, preferably in a Catholic elementary school, and a master's degree in elementary administration.
2. Since the principal is a faith leader as well as an academic leader, all principals shall be practicing Catholics who have knowledge and understanding of the Catholic faith.
3. All principals shall have obtained diocesan accreditation, catechetical certification and a valid Pennsylvania teacher certificate.

Evaluation and Certification

For information about this position and about evaluation and eligibility guidelines, inquiries should be addressed to: Superintendent, Department for Catholic Schools, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, (412) 456-3090.

Elderly Outreach Coordinator

Vision

The purpose of this ministry is to provide parish support and assistance to the older members of the community. The Church, through its parishes, creates a natural network of involvement with older persons and their families. This ministry provides older adults with a sense of community and belonging.

Responsibilities and Tasks

The Elderly Outreach Coordinator:

1. Recruits volunteers who want to assist older persons.
2. Identifies older members of the community who need assistance.
3. Coordinates visits/assistance to older persons in the parish/community.
4. Keeps records of service and volunteers as required by the parish.

Formation, Training and Criteria for Readiness

The Elderly Outreach Coordinator is a person:

1. Who has the skills necessary for leadership and facilitation.
2. Who has attended a training session for elderly outreach committees.

Referral

In the Diocese of Pittsburgh, inquiries regarding this ministry should be directed to: Catholic Charities, Department of Parish Social Ministry, 212 Ninth Street, Pittsburgh, PA 15122, (412) 456-6915.

Extraordinary Minister of Holy Communion

Vision

Extraordinary Ministers of Holy Communion serve the Eucharistic life of the Christian community. They are appointed by the bishop at the request of the pastor (or chaplain) to assist the ordinary ministers (bishop, priest, deacon) in sharing the Eucharistic Body and Blood of Christ with members of the community for which they are commissioned.

Responsibilities and Tasks

The Extraordinary Minister of Holy Communion:

1. In accordance with the norms for distribution and reception of Holy Communion during Mass, helps the ordinary ministers of Holy Communion share the holy gifts of the Lord's table with those who have gathered for the Eucharist. In addition to the actual distribution of the Eucharist, this may include reserving what remains in the tabernacle.
2. In accord with the Holy Father's decision, as reported in Cardinal Arinze's letter of October 12, 2006 (Prot. No. 468/05/L), an Extraordinary Minister of Holy Communion may not assist in the purification of sacred vessels. This extraordinary ministry was created exclusively for those instance where there are not enough ordinary ministers to distribute Holy Communion, due to the consummate importance of assuring that the faithful have the opportunity to receive Holy Communion at Mass, even when it is distributed under both species. (cf. RS, no. 102)

As ordinary ministers of Holy Communion, the Priest and the Deacon purify the sacred vessels.

When there are insufficient Priests and Deacons, to purify the additional chalices during Mass, the purification may take place immediately after the Mass has concluded.

3. May be entrusted with the ministry of taking the sacrament to the sick and absent members of the Church who are at home or in health care facilities, thus enabling these members of Christ's body to share the Church's Eucharistic life, especially on Sunday. This may be done either at the end of the Communion Rite of the Mass or at some other time.
4. In cases of special need, and when specially prepared and delegated by the pastor, may also present the reserved Blessed Sacrament for communal adoration or distribute it during a liturgical service outside Mass, using the Rites given by the Church.

Formation, Training and Criteria for Readiness

The Extraordinary Minister of Holy Communion:

1. Is a fully initiated member of the Catholic Church (male or female), at least eighteen years of age, who has been duly prepared for this role.
2. Is recognized within the Christian community as a person of good reputation and love for the Eucharist and as one who participates fully as a member of the liturgical assembly.
3. Desires to serve the parish community and to commit time and talents to this ministry.
4. Has been selected by the pastor (or chaplain) who seeks in writing and in advance the formal appointment by the diocesan bishop through the diocesan Department for Worship.
5. Has participated in a training process that includes:
 - a. Reflection on the mystery of the Eucharist and theology of Mass.
 - b. Renewed appreciation of the ritual nature and structure of the Mass, especially the primacy of the assembly and the multiple liturgical roles within it.
 - c. The relationship between assembly's celebration of the Mass (especially on Sunday) and Communion in other circumstances (e.g., for the sick).
 - d. Rehearsal of the practical and reverent function of the minister of Holy Communion at Mass.
 - e. Spirituality of the liturgical ministry.
 - f. *If service includes ministry to the sick:* Theological reflection on the mystery of sickness, practical preparation for visiting and ministering to the sick and rehearsal of the *Rite of Communion of the Sick*, including norms for custody of the Sacrament.
 - g. *If service includes leadership at Rites of Communion or Worship of the Eucharist Outside Mass:* Specific training in the art of leading liturgical prayer (relationship to the assembly, posture and gestures for prayer) and rehearsal of the appropriate rites as found in the official liturgical books.
6. Has been publicly commissioned according to the rite given in the *Book of Blessings*.

Referral

Appointment of Extraordinary Ministers of Holy Communion is done by the Director of the Department for Worship in the name of the bishop. Selection, formation and liturgical commissioning of such ministers take place in the local parish community. Consultation and assistance is provided for parishes by: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 456-3041.

Godparent (RCIA)

Vision

The Godparent is a member of the Church who assists the catechumen from the time of the Rite of Election through the celebration of baptism and afterwards to help the new member persevere in the faith. Godparents give witness to the paschal mystery in their lives (*RCIA* 8 and 11).

Godparents are asked to testify to the faith of the candidate at the time of election and baptism. They should be chosen by the catechumen on the basis of their example of faith, good qualities and supportive friendship, delegated by the local Christian community and approved by the priest (*RCIA* 11).

Responsibilities and Tasks

The Godparent:

1. Accompanies the candidate in special ritual celebrations:
 - a. On the day of election.
 - b. Through the scrutinies.
 - c. At the celebration of the sacraments of initiation.
 - d. During the period of mystagogy.
2. Shows the candidate how to practice the Gospel in personal and social life.
3. Sustains the candidate in moments of hesitancy and anxiety.
4. Guides the candidate's progress in the baptismal life.

Formation, Training and Criteria for Readiness

The Godparent:

1. Is a fully initiated Catholic at least 16 years of age, living a life in accord with the Catholic faith, and not the father or mother of the candidate.
2. Has an understanding of the initiation process and his or her role in it.
3. Is committed to serve as a faith-companion through the Rite of Election, to the celebration of initiation and into the daily living of the faith.
4. Is chosen by the catechumen and appointed by the Church prior to the election.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be directed to: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Inquiry Minister (RCIA)

Vision

The precatechumenate period is a time of evangelization and awakening conversion to the Living God and Jesus Christ as salvation for all. It is a time for those who are not yet Christians or in full communion with the Catholic Church to have their hearts opened by the Holy Spirit, to believe and be freely converted to the Lord and commit themselves freely to Him (*RCIA* 32). There is no fixed duration or structure to this period of inquiry. Since God's grace may move someone at any time to inquire into the Catholic way of life, the Church needs to have a ministry available for him or her. Ministers during the inquiry period may include priests, deacons, catechists or other laypersons who can help present the good news of Jesus Christ and provide opportunities for inquirers to discern God's will in their lives and be nurtured in the awakening of faith.

Responsibilities and Tasks

An Inquiry Minister:

1. As a person of faith and prayer, helps to create an environment that welcomes strangers and those seeking spiritual truth.
2. Gives witness to the Gospel in word and in his or her own life.
3. Enables inquirers to make connections between their life stories and the faith experience of God's people (the witness of scripture, the Catholic tradition, the parish story).
4. Works to build relationships among the inquirer, the faith community, local pastors and those who will be responsible for the actual initiation process.
5. Helps establish a context of mutual respect and of prayerful response to God's activity in the life of the inquirer.
6. Helps determine the initiation needs of the inquirer (e.g., degree of religious formation, potential catechumen, candidate for full communion, Catholic completing initiation) and assists them in moving toward the next step in their journey (e.g., Rite of Admission).

Formation, Training and Criteria for Readiness

An Inquiry Minister:

1. Is a fully initiated member of the Church, familiar with the life of the local community and available to meet with inquirers when they appear and work with them until the Rite of Admission.
2. Is familiar with the principles and structure of the *Rite of Christian Initiation of Adults*, especially the relationship between the sharing of the Gospel, initial faith and conversion, as the foundation for later catechesis.
3. Develops and nurtures the pre-catechumenal skills of welcoming, listening, faith-sharing, affirming, challenging and resolving conflicts.
4. Is familiar with basic Church teaching and is comfortable praying for and with others.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be directed to: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Instrumentalist

Vision

Throughout the United States, “musical instruments other than the organ may be used in liturgical services, provided they are played in a manner that is suitable to public worship” (*Music in Catholic Worship*, No. 37). Because of the many varied cultures existing in worship and the nature of the assemblies associated with them, Instrumentalists can provide support and enhancement to the music used throughout the liturgy. “Any musical instrument permitted in divine worship should be used in such a way that it meets the needs of the liturgical celebration and is in the interests both of the beauty of worship and the edification of the faithful” (*Instruction on Music in the Liturgy*, No. 63). It is important to realize that when accompanying the singing, the sound of an Instrumentalist “should not so overwhelm the voices that it is difficult to make out the text” (*Musicam Sacram*, No. 64).

Responsibilities and Tasks

The Instrumentalist:

1. Works in collaboration with the director of music ministry for his or her participation in the musical elements of the liturgy.
2. Contributes to the musical life of the liturgy through support and enhancement.
3. Maintains his or her technique by way of regular practice and/or private instruction.

Formation, Training and Criteria for Readiness

The Instrumentalist is a minister who:

1. Has a basic understanding of current liturgical practices.
2. Has an understanding of the role music plays in the liturgy.
3. Can distinguish between performance and ministry, promoting music as ministry.
4. Has acquired the necessary musical and technical skills to play his or her instrument, including fluency in reading music and the ability to transpose.

Referral

For further information, contact: Director, Office for Music Ministry, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 36. The Office for Music Ministry oversees the following program associated with music ministry formation and training: The Pittsburgh Chapter of the National Association of Pastoral Musicians.

Liturgical Environment and Art Coordinator

Vision

The liturgical books often mention the importance of the beauty, quality and appropriateness of the place where the liturgy is celebrated and the vessels, vestments and articles used in the various rites (Cf. *Ceremonial of Bishops*, No. 33; *Environment and Art in Catholic Worship*). The Liturgical Art and Environment Coordinator works as part of the parish liturgical planning team.

Responsibilities and Tasks

The Liturgical Environment and Art Coordinator:

1. Considers the primary visual and tangible aspects of the celebration of the sacred rites and ensures that appropriate vessels, vestments and other ritual articles are used.
2. Plans how the visual arts can be appropriately used in a secondary way to enhance the liturgical celebration (e.g., flowers, hangings, seasonal ornamentation, etc.).
3. Ensures that the general liturgical environment (arrangement of space, furnishings, lighting, permanent decorations, etc.) corresponds to the aesthetic and ritual vision found in the church's liturgical books.

Formation, Training and Criteria for Readiness

The Liturgical Environment and Art Coordinator:

1. Possesses aesthetic skills appropriate to this work (e.g., regarding use of space, color, light, textures and form).
2. Is able to discern the aesthetic/artistic implications of the liturgical rites themselves—and their enactment in the particular environment of the parish church.
3. Is sensitive to the nature of the church building:
 - a. Primarily as the place for the liturgical assembly's ritual celebrations (and the role of the arts in the service of this activity).
 - b. Secondarily as a place of private reflection and prayer.
4. Has a respectful attitude concerning appropriate preservation of the parish's religious art and architecture (even when current ritual needs require their elimination or alteration).
5. Is thoroughly familiar with *Environment and Art in Catholic Worship*, as well as the specific artistic/tangible requirements of the individual sacramental rites (Order of Mass, Rite of Baptism, Rite of Penance, etc.).
6. Is familiar with the ritual and theological arrangement and meaning of the cycles of seasons and feasts in the Liturgical Year.

Referral

For further information, contact: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Liturgical Reader (Lector)

Vision

The Liturgical Reader serves the members of the liturgical assembly by proclaiming the texts of sacred scripture during the Liturgy of the Word at Mass and other liturgical celebrations. Through this proclamation, God speaks to the gathered community in a special way. The worthy exercise of this role enables the Church to hear the Word of God more clearly and receive it with more open hearts. Such regular public nourishment with the biblical Word helps to sustain the community and contributes to its ongoing conversion and mission.

Responsibilities and Tasks

The Liturgical Reader:

1. Prepares for his or her role by rehearsing, praying over and coming to understand the biblical text assigned him/her for a particular liturgical celebration.
2. Participates fully in the liturgical celebration as an exemplary member of the assembly.
3. Proclaims the biblical text with clarity, conviction, dignity and understanding.
4. Expresses reverence and decorum in carrying out this and other aspects of his or her role, according to general liturgical norms and the ceremonial of the local community (i.e., movements, processions, handling the Book of Gospels).
5. Is faithful to the schedule of assignments and helpful in ensuring that all the local community's liturgical assemblies are adequately served with this ministry.

Formation, Training and Criteria for Readiness

The Liturgical Reader:

1. Is a baptized member of the Catholic Church who has been duly prepared and appropriately commissioned for this role. *Note: In exceptional cases, one who is not commissioned may be appointed reader for a specific occasion. With the bishop's permission and for good cause, a baptized member of a non-Catholic community may be asked to read at Mass.*
2. May be of any age, as long as he or she has the necessary skills and sufficient maturity to serve the liturgical assembly in the way outlined here. The community's need for a clear and thoughtful proclamation of the Word is always the guiding principle.
3. Possesses a love for the Bible and a desire to share this Word with others as well as a willingness to grow in understanding the scriptures through study, prayer and reflection.
4. Is devoted to and understands the importance of the liturgical celebrations of the Church community.
5. Possesses the natural and spiritual ability to speak the biblical Word intelligibly and comfortably in the midst of the assembly.
6. Has participated in a training process that includes:
 - a. Reflection on the theology of the Liturgy of the Word as found in the *Lectionary for Mass* Introduction.
 - b. Examination of the structure of the *Lectionary for Mass* (the yearly cycles, arrangement of texts for feasts, etc.).

- c. Examination of the varied styles of biblical texts (narrative, history, dialogue, poetry, etc.) and the implications for liturgical proclamation.
- d. Rehearsal of the ceremonial procedures in the local community.
- e. Vocal auditioning and technical coaching as required (use of microphone, volume, pacing, posture, etc.).

Referral

Selection, formation and commissioning of Liturgical Readers take place in the local parish community. Consultation and assistance is provided for parishes by: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Ministers of Hospitality (Greeters and Ushers)

Vision

Liturgy is a communal event, the action of a worshipping assembly. Such action requires that members of the Church be gathered—both physically and spiritually. Attention must be paid (“hospitality”) not only to the persons who gather but also to the common purpose for which the congregation assembles. All the baptized who gather for public worship share responsibility for the formation of a unified and prayerful assembly. Special Ministers of Hospitality serve the liturgy by helping to establish a climate of welcome, helpfulness and order among those who gather. They also assist the assembly with practical details so that it can celebrate the rites with ease and grace.

Responsibilities and Tasks

Ministers of Hospitality:

1. See to it that the church building (including entrances) is presentable and welcoming, with everything prepared (including lights, climate, participation materials, etc.) for the arrival of the people.
2. Are ready to welcome worshippers as they arrive at the church, being especially attentive to strangers, children, elders or anyone with special needs.
3. When necessary or helpful, offer information or assistance concerning the parish, the liturgy, the facility, parish registration procedures, special processions, location of restrooms, accommodations for little children, etc.
4. Facilitate the full participation of the assembly by helping with hymnals, processions, late arrivals, collecting the offering, assisting persons with disabilities and with special events (e.g., procession with palms, Easter Vigil, etc.).
5. Respond appropriately and in accord with established procedures to particular needs or emergencies within the assembly (e.g., microphone failure, sickness, etc.).
6. Assist at the departure of the assembly (friendly and orderly exit, distribute literature) and final cleanup.
7. Carry out special roles with calm and reverence, while otherwise participating fully and as exemplary members of the assembly.

Note: Some communities divide these roles among “Greeters” (those who welcome at the doors at beginning and end of the services) and “Ushers” (those who assist with the details of processions, collection, etc.). The spirit and tradition of liturgical hospitality unites all such functions.

Formation, Training and Criteria for Readiness

Ministers of Hospitality:

1. Are active parishioners of any age or sex who have the skills and time to devote to this role.
2. Are comfortable with people and possess a welcoming spirit and readiness to offer appropriate help.
3. Understand and enjoy the Church’s liturgical celebrations and the importance of the assembly’s conscious and active role in them.

4. Have participated in a training process that includes:
 - a. Reflection on the mystery of Christ's presence and action in the liturgical assembly and the function of that assembly in its basic rituals.
 - b. Gaining familiarity with church facilities and with the basic elements of parish life so as to be able to offer helpful information when called upon.
 - c. Training in standard procedures for preparing the place, welcoming the assembly and assisting it in its role, including exemplary participation of the hospitality ministers in the liturgy.
 - d. As appropriate, training in procedures for helping members of the community with special needs and/or in emergencies.
 - e. Spirituality of the liturgical ministry.

Referral

Selection and formation of Ministers of Hospitality takes place in the local parish community. Consultation and assistance is provided for parishes by: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Organist

Vision

“In the Latin Church the pipe organ is to be held in high esteem, for it is the traditional musical instrument which adds a wonderful splendor to the Church’s ceremonies and powerfully lifts up [our] mind to God and to higher things” (*Constitution on the Sacred Liturgy*, No. 120). “The choir exercised its own liturgical function ... encouraging active participation of the people in singing. What is said about the choir applies ... especially to the organist” (*General Instruction to the Roman Missal*, No. 103). “Music performed on the organ and other instruments can stimulate feelings of joy and contemplation at appropriate times” (*Music in Catholic Worship*, No. 37). The Organist facilitates the singing of the assembly through sensitive leadership, accompanying and musical embellishment.

Responsibilities and Tasks

The Organist:

1. Collaborates with the pastor and (if applicable) the director of music ministry and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
2. Leads and inspires the assembly into full and active participation in song.
3. Accompanies the congregation as well as cantor and choir with pastoral sensitivity and musical proficiency.
4. Provides gathering music appropriate to the tone of the celebration.
5. Provides musical accompaniment to ritual action as described in Church documents.
6. Keeps abreast of current resources of the ministry of the Organist.
7. Maintains musical and technical skills through regular practice and ongoing instruction.

Formation, Training and Criteria for Readiness

The Organist is a liturgical minister who:

1. Is knowledgeable of the basic principles of liturgical celebration.
2. Is familiar with the Church’s documents pertaining to music and liturgy.
3. Has acquired a basic understanding of organ construction and design.
4. Possesses the necessary music and technical skills to play the organ effectively for worship. This includes but is not limited to being able to:
 - a. Play simple organ repertoire.
 - b. Accompany and lead hymns sensitively and creatively.
 - c. Play anthem accompaniments.
 - d. Adapt contemporary keyboard accompaniments.

Referral

For further information, contact: Director, Office for Music Ministry, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 36.

The Office for Music Ministry oversees the following programs associated with music ministry formation and training: The Pittsburgh Chapters of the National Association of Pastoral Musicians and NPM/Diocesan Organ Schools.

Parish Advocate

Vision

The Parish Advocate for persons with disabilities is a volunteer who ministers to persons with disabilities within his or her parish. The Parish Advocate is appointed by his or her pastor for one year and can be renewed for this ministry yearly with the approval of the pastor. The goal of parish advocacy is that people with disabilities have full participation in the life of the Church. The Parish Advocate acts as a caring and compassionate friend for parishioners with disabilities.

“People with disabilities are not looking for pity. They seek to serve the community and to enjoy their full baptismal rights as members of the Church. There can be no separate Church for people with disabilities. We are one flock that serves a single shepherd.”

—*Pastoral Statement of the U.S. Catholic Bishops on Persons with Disabilities* (1978)

Responsibilities and Tasks

Worship

The Parish Advocate:

1. Welcomes persons with disabilities and their families into parish life and parish programs.
2. Invites the person with a disability to minister within his or her parish as a eucharistic minister, lector, choir member, usher, etc.
3. Assists in training people with disabilities for ministry.
4. Provides information for parish ushers on hospitality for persons with disabilities.
5. Works with the parish to celebrate an annual disability awareness Mass.

Education

The Parish Advocate:

1. Informs parish leaders about parish ministry with people with disabilities.
2. Places information about ministry to people with disabilities in the parish bulletin.
3. Informs the pastor and the parish about diocesan events for people with disabilities.
4. Asks the clergy to include ministry to people with disabilities in their homilies on occasion.
5. Invites the department for Persons with Disabilities to bring the Opening Doors Educational Awareness Program to the parish.
6. Refers people with disabilities who have educational needs to the catechetical administrator.
7. Asks the clergy to include the needs of people with disabilities in the prayers of intercession when appropriate.

Pastoral Services

The Parish Advocate:

1. Identifies people with disabilities in the parish through a parish survey on people with disabilities.

2. Contacts parishioners who are in a local group home or an institution within the parish boundaries to determine their religious needs and address unmet spiritual needs.
3. Maintains a list of persons with disabilities, including addresses and phone numbers.
4. Calls, writes and/or visits parishioners with disabilities regularly.
5. Determines the accessibility needs of a parish using the survey in the parish advocacy manual.
6. Works with the pastor and parish leaders to ensure complete accessibility in a parish.
7. When appropriate, coordinates transportation for people with disabilities to and from church and parish activities.
8. Offers to design a “Circle of Friends” program for parishioners with disabilities.

Administration

The Parish Advocate:

1. Maintains a database listing the parishioners with disabilities, their disability and their religious and pastoral needs.
2. Recruits and trains other volunteers for parish ministry with people with disabilities when appropriate.
3. Works with clergy and other parish leaders to overcome barriers, architectural and attitudinal, within the parish.
4. Keeps records of his or her ministry activities with people with disabilities in the parish.
5. Presents an annual report to the pastor regarding the parish ministry to parishioners with disabilities.
6. Makes referrals to agencies that serve persons with disabilities and/or to the Diocesan Department for Persons with Disabilities when necessary.

Formation, Training and Criteria for Readiness

The Department for Persons with Disabilities of the Diocese of Pittsburgh will provide information, training and support to the Parish Advocate on a continuing basis. The term “disability” relates to any severe condition that may be a barrier to full participation in the life of the Church, such as mobility limitations, cognitive impairments, severe emotional conditions, hearing or visual impairments, and serious medical conditions.

Referral

In the Diocese of Pittsburgh, inquires about this ministry should be addressed to: Director, Department for Persons with Disabilities, 135 First Avenue, Pittsburgh, PA 15222, (412) 456-3119 (voice) or (412) 456-3122 (TTY).

Parish Business Manager

Vision

The Parish Business Manager is a professional administrator in support of the pastor. The Parish Business Manager assists in the stewardship of all temporal activities of the parish. The emphasis of this ministry is on specific duties in the areas of finance, plant management, human resources, office management and any additional duties as required by and in support of the pastor's responsibilities to the parish.

The Parish Business Manager is a fully initiated, practicing Catholic committed to Gospel values. He or she values the organization and responsible management of resources and helps the parish to fulfill the Church's mission and purpose.

Responsibilities and Tasks

Preamble

The pastor represents the parish in all juridic affairs and is ultimately responsible for all legal, business and administrative matters of the parish. The Parish Business Manager assists the pastor in the stewardship of all temporal activities of the parish.

Administration

The Parish Business Manager collaborates with the pastor and his advisory boards, under his supervision, and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor. This responsibility includes the parish, school and cemetery operations. He or she is a part of the strategic planning of the parish. In discharging his or her responsibilities, the Parish Business Manager works closely with various diocesan offices, such as the Office for Civil Legal Services, the Office for Insurance/Employee Benefits, the Office for Property Planning and Development, the Office for Financial Services and the Office for Stewardship and Development.

Finance

1. Implements, maintains and is in compliance with the mandated diocesan policy and procedures.
2. Establishes, maintains and monitors an internal control system in the parish.
3. Manages the parish, school and cemetery financial records according to diocesan retention schedules.
4. Prepares, administers and reviews the budget process under the direction of the pastor and in collaboration with the finance council.
5. Monitors all spending within the various departments of the parish to comply with the budget and also monitors purchasing.
6. Develops revenue (including wills, donations, grants and fund raising) in accordance with diocesan policies.
7. Supervises and/or monitors all parish fund raising programs, including, but not limited to, offertory collections, festival, parish share and debt reduction.
8. Prepares or oversees the preparation of checks for the pastor's signature. *Note: The Parish Business Manager is not permitted to sign checks or be an authorized signature.*

9. Oversees tabulation, deposit and posting of offertory collections, collaborates in establishing a system of tuition collection, monitors its effectiveness and pursues uncollected tuition.
10. Prepares or oversees the preparation of the parish, school and cemetery accounting input.
11. Seeks out bids for all expenditures above an approved minimum.
12. Monitors Church-sponsored organization's accounts on a regular basis in compliance with diocesan policies.
13. Prepares the annual financial report for parishioners and submits a copy to the General Secretary.
14. Plans for funding of long-term capital projects.

Property Maintenance

1. Provides a regular schedule for maintenance for all buildings and grounds.
2. Maintains schedule of building and equipment use.
3. Researches and designs plans for capital improvements.
4. Prepares proposals and gets bids for major maintenance work and ensures inspection of work done by contractors.
5. Oversees security systems.
6. Reviews and establishes service contracts.

Human Resources

1. Develops, implements and maintains a personnel policy.
2. Develops job descriptions, salary scales, benefits, etc., for applicable employees.
3. Maintains a hiring and termination procedure for all non-ordained personnel. *Note: Only the pastor can hire or terminate an employee.*
4. Supervises maintenance people.
5. Manages payment of salaries and benefits.
6. Supervises office staff, including the bookkeeper, secretaries, receptionist, bulletin clerk, census clerk and any other additional office staff.
7. Maintains a confidential personnel record system for all non-ordained parish employees.
8. Helps in preparation of personnel contracts for select positions: director of music ministry, youth minister, DRE, etc.
9. Supervises the rectory household staff.

Liaison/Communication

1. Staff to the Finance Council and Temporalities Committee and other consultative bodies at the discretion of the pastor.
2. Attends other committee meetings when requested to discuss problems or offer assistance on a particular item or project.

Qualities

Effective functioning in this position requires that the Parish Business Manager have a good sense of stewardship and be well organized, diplomatic and attentive to details. The Parish Business Manager needs to possess the ability to work collaboratively and to keep confidences when appropriate.

Competencies and Skills

Competencies and skills that are particularly important for the effective exercise of the role of the Parish Business Manager:

Knowledge

The Parish Business Manager should be:

1. Familiar with the norms of Canon Law regarding parish administration and the temporal goods of the Church.
2. Knowledgeable of scripture, ecclesiology, pastoral theology and ministry, in order to provide a context for decision-making.
3. Knowledgeable of personnel issues, including policies, procedures, selection, insurance, employee benefits, etc.
4. Knowledgeable of construction and maintenance according to diocesan policies and procedures.
5. Knowledgeable of safety and security issues.
6. Knowledgeable of the principles of accounting according to diocesan policies and procedures.
7. Familiar with pertinent and applicable civil law in all levels of government.
8. Knowledgeable of the parish, school and cemetery accounting systems according to diocesan policies and procedures.
9. Familiar with supervisory procedures.

Skills

The Parish Business Manager should be:

1. Able to conduct a needs assessment.
2. Able to work with contractors and sales representatives.
3. Able to do comparative pricing and purchasing techniques.
4. Proficient in the use of computers and knowledgeable of the common applications.
5. Capable of implementing fundraising techniques.
6. Capable of developing and implementing strategic planning.
7. Able to conduct meetings.
8. Able to demonstrate good interpersonal communication skills.
9. Proficient in writing, editing and public speaking.

Formation, Training and Criteria for Readiness

Preparation for the role of Parish Business Manager needs to include development of the competencies and skills as outlined above. Effective exercise of this role particularly requires:

1. An orientation to the mission of the diocese and of the parish.
2. Commitment to continuing education and professional development.
3. A bachelor's degree in business administration or a related field and 3-5 years of experience in business or management.

Referral

Selection of the Parish Business Manager takes place in the local parish community. Consultation and assistance are provided for parishes by: Chief Financial Officer, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, (412) 456-3137.

Parish Family Life Minister

Vision

In light of the parish mission statement, the Parish Family Life Minister brings a family perspective to the programs and efforts of the parish faith community. Family ministry involves a process that is related to all the stages of family life and includes awareness that understands, caring that enables, ministry that serves and structures that facilitate. All families are included in family ministry: 1- and 2-parent families, nuclear families, extended families and second families. The Parish Family Life Minister helps families discover and understand God's plan for them, following the direction of Pope John Paul II in *Familiaris Consortio*: "No plan of organized pastoral work at any level must ever fail to take into consideration the pastoral area of family" (No. 70).

Responsibilities and Tasks

The Parish Family Life Minister (or Family life Renewal Team):

1. Collaborates with the pastor and other members of the parish staff.
2. Serves as a liaison between the parish and the diocesan Office for Family Life and Catechesis.
3. Is familiar with the Christian vision of family and family ministry and communicates it to the parish.
4. Puts in place the process of listening to the needs and concerns of the family.
5. Helps prioritize the needs and concerns of the family.
6. Facilitates the development of "like to like" support groups when appropriate.
7. Empowers families to recognize their giftedness and to use it to meet the needs of others and of self.
8. Networks with parish staff as well as existing groups and organizations to make all parish activities "family sensitive."

Qualities

1. Deep commitment to family values and to the role of the family in personal, church and societal development.
2. Familiarity with or willingness to become familiar with major church writings on the family.
3. Willingness to learn about the family as it develops across the generations as well as the diversity of family situations.
4. A strong desire to serve families and a willingness to participate in diocesan sponsored formation sessions.
5. Ability to work well with others and to motivate others to be sensitive to this ministry.
6. Awareness and responsiveness to family spirituality in one's own life and willingness to share it with others.
7. Leadership qualities and skills; strong organizer and communicator; possesses the qualities of flexibility, patience, warmth, caring, dependability and trust.

Competencies and Skills

The Parish Family Life Minister possesses a variety of skills. He or she has a working knowledge of the current popular and academic literature on family life, including Pope John Paul II's Encyclical Letter, *Familiaris Consortio*, the U.S. Bishops' *Pastoral Plan for Family Life* and the United States Catholic Conference's documents *A Family Perspective in Church and Society* and *Follow the Way of Love*. The Parish Family Life Minister is able to apply this knowledge in a practical way at the parish level.

Referral

In the Diocese of Pittsburgh, inquiries concerning this ministry should be addressed to: Director for Family Life and Catechesis, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, (412) 456-3160.

Parish Finance Council Member

Vision

A Parish Finance Council is a consultative body that advises the pastor in the administration of parish goods. The Parish Finance Council, though a consultative body, is mandated by the 1983 revision of the *Code of Canon Law*. (See Canon 537.)

Responsibilities and Tasks

Parish Finance Council Members:

1. Assist the pastor in the preparation and presentation of an annual budget for both operating and capital expenditures.
2. Assist the pastor in the integration of the budget mechanism with goal-setting processes to ensure that financial resources and parish goals are compatible.
3. Study parish revenue and make recommendations to the pastor for maintaining/increasing revenues.
4. Assist the pastor in providing parishioners with periodic reports on the financial position of the parish.
5. Advise the pastor in the development of a salary administration program for all employees of the parish.
6. Review all contracts over \$10,000 between the parish and outside parties before they are signed.
7. Recommend to the pastor financial policies for the parish in light of current policies issued by the diocesan Office for Financial Services and Office for Civil Legal Services.
8. Review and recommend security procedures for handling money (e.g., counting, transporting, cash on hand, etc.).
9. Provide consultation on financial feasibility and projected resources to support the planning projects of the parish.

Formation, Training and Criteria for Readiness

Parish Finance Council Members:

1. Are fully initiated Catholics who have been registered in the parish at least two years, are active in parish life and are in good standing with the Church.
2. Are persons with an understanding of and commitment to the Church as expressed in the documents of the Second Vatican Council.
3. Are skilled in one or more of the areas of finance, administration and/or law.
4. Are skilled in group process, interpersonal communication and collaboration.
5. Are committed to prayer, Gospel values and growth in personal holiness.
6. Are knowledgeable about the life and teachings of Jesus, the mission of the Church and the distinctive characteristics of the parish, its ministries and its people.
7. Are willing to participate in ongoing formation.

Referral

Selection and formation of Parish Finance Council members take place in the local parish community. Consultation and assistance are provided for parishes by: Office for Financial Services, 111 Boulevard of the Allies, Pittsburgh, PA 15222-1618, (412) 456-3026.

Parish Pastoral Council Member

Vision

A Parish Pastoral Council is a consultative body that advises the pastor regarding all matters that pertain to the pastoral life of the parish. The Pastoral Council works with the pastor and his staff to assess the needs of parishioners and propose a pastoral plan for the parish.

Responsibilities and Tasks

Parish Pastoral Council Members:

1. Actively seek information from the pastor, the parish staff and the parish-at-large regarding the pastoral needs of the parish community.
2. Assist in developing or reviewing the parish mission statement.
3. Advise the pastor in integrating the parish's goals and priorities into an ongoing pastoral plan.
4. Recommend flexible strategies that support the parish's goals and priorities.
5. Contribute to the evaluation of progress in achieving the parish's pastoral plan.

Formation, Training and Criteria for Readiness

Parish Pastoral Council Members:

1. Are fully initiated Catholics who have been registered in the parish at least two years, are active in parish life and are in good standing with the Church.
2. Are persons with an understanding of and commitment to the Church as expressed in the documents of the Second Vatican Council.
3. Are committed to prayer, Gospel values and growth in personal holiness.
4. Are knowledgeable about the life and teachings of Jesus, the mission of the Church and the distinctive characteristics of the parish, its ministries and its people.
5. Are skilled in group process, interpersonal communication and collaboration.
6. Are willing to participate in ongoing formation.

Referral

Selection and formation of Parish Pastoral Council Members take place in the local parish community. Consultation and assistance are provided for parishes by: Director, Institute for Ministries, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 15.

Parish Secretary

Vision

The Parish Secretary provides skilled secretarial service for the pastor and other members of the parish staff. In addition, the Parish Secretary facilitates communication and acts as a “minister of hospitality” to the community for the parish office. Lastly, the Parish Secretary maintains accurate records for the parish.

Responsibilities and Tasks

Parish Secretaries:

1. Type correspondence, reports and documents from written or dictated material.
2. Maintain a comprehensive filing system.
3. Receive, distribute and send mail.
4. Maintain parish schedules.
5. Serve as a receptionist: greet visitors, answer telephones, give and receive messages.
6. Process standard administrative forms.
7. Maintain detailed records involving the accounting or operations of a parish.
8. Process a variety of business transactions within the diocese and with external organizations.
9. Create original documents and forms.
10. Process confidential information and communicate with individuals of significance to parish operations.

Formation, Training and Criteria for Readiness

Parish Secretaries:

1. Have a high school diploma or its equivalent.
2. Have two to three years of progressively responsible secretarial experience.
3. Are able to operate standard office equipment, including word processing and/or other programs on a personal computer.
4. Understand standard office procedures.
5. Are skilled in bookkeeping.

Referral

Selection and formation of Parish Secretaries take place in the local parish community. Consultation is provided for parishes by: Office for Lay Personnel, 111 Boulevard of the Allies, Pittsburgh, PA 15222-1618, (412) 456-3016.

Parish Social Minister

Vision

The Parish Social Minister exercises leadership in organizing the faith community to respond to parish and community needs and to address the conditions that cause those needs to exist.

The Parish Social Minister is responsible for developing and administering the components of a social ministry program. This person provides staff support to the apostolate committee and ensures that the program is integrated with the other ministries of the parish.

Responsibilities and Tasks

Worship

The Parish Social Minister:

1. Collaborates with the director of music ministry and the liturgy committee to ensure that social ministry is consistently rooted in the Eucharist and in the Gospel.
2. Provides for opportunities for appropriate liturgical and paraliturgical prayer.
3. Serves as a leader of prayer when appropriate.

Education

The Parish Social Minister:

1. Collaborates with the director for religious education, the school principal, the adult education coordinator, the youth minister and the education committee to ensure that Catholic social teaching is an essential component of the parish's educational and formation programs.
2. Educates parish staff and parishioners about Catholic social teaching.
3. Raises the social awareness of the parish, neighborhood and broader community that will lead to service and/or advocacy.

Pastoral Services

The Parish Social Minister:

1. Provides staff support to the apostolate committee and its subcommittees.
2. Provides social services, which may include information and referral, tangible assistance, emergency requests for assistance or other services as appropriate.
3. Coordinates all social services, including information and referral.
4. Coordinates advocacy efforts, especially through collaboration with religious and civic organizations on social concerns.
5. Recruits, motivates, trains, supports, supervises and evaluates volunteer ministers in social ministry.
6. Assesses the social needs of the parish community and neighborhood and inventories available community programs and parish resources (both human and financial).
7. Directs short-term and long-term planning (social analysis and goal-setting) for social ministry in collaboration with the apostolate committee.
8. Evaluates and revises the social ministry program and its specific projects.

9. Develops a cooperative partnership with Catholic Charities' CARE line, as well as appropriate program components of Catholic Charities.

Administration

The Parish Social Minister:

1. Collaborates with the pastor, under his supervision, and with other members of the parish staff to integrate social ministry with other parish ministries.
2. Administers funds and contributions related to social ministry.
3. Maintains accurate, updated records.
4. Directs publicity regarding social ministry.
5. Maintains contact with the Department of Parish Services of Catholic Charities and its network of social ministers.
6. Maintains a statistical report of social ministry services provided and submits these statistics in a monthly report to the Parish Social Ministry Office of Catholic Charities.

Qualities

Effective functioning in this ministry requires empathy for those in need, an attitude of respect for their dignity and a firm, personal commitment to justice.

Competencies and Skills

The following competencies and skills are particularly important for the effective exercise of this role:

1. Understanding of and the ability to communicate the tradition of Catholic social teaching.
2. Understanding of the sociology of the family and family problems.
3. Ability to work with social service and social action components of government agencies, Church organizations and other local groups.
4. Ability to integrate social service and advocacy components of the social ministry program in the parish.

Formation, Training and Criteria for Readiness

Preparation for this ministry requires:

1. Ongoing study of the theory and practice of Catholic social teaching.
2. Knowledge of basic social services skills, including referral procedures.
3. Ability to organize and administer a comprehensive, parish-based social ministry program.
4. Knowledge of effective communication skills.
5. Completion of the social ministry certification course sponsored by Catholic Charities.

Referral

In the Diocese of Pittsburgh, inquiries regarding this ministry should be directed to: Parish Social Ministry Director, Catholic Charities, 212 Ninth Street, Pittsburgh, PA 15222, (412) 456-6975.

Pastoral Associate

Vision

A Pastoral Associate is a professional person under the direction of the pastor who cooperates in the overall care of the parish. He or she is a member of the parish staff, usually full-time, and is accountable to the pastor. The work of the Pastoral Associate is comprehensive, related to all aspects of parish life. At the same time, the Pastoral Associate has designated responsibilities, for example, in the areas of liturgy, faith formation and development, sacramental preparation, administration, pastoral care and/or social outreach. The responsibilities of the Pastoral Associate designated by the pastor are dependent upon the needs of the parish and the background, experience, education and abilities of the Pastoral Associate, as well as the responsibilities of the other members of the pastoral staff.

Responsibilities and Tasks

Worship

The Pastoral Associate:

1. Leads communal prayer (e.g., wake and cemetery services, ecumenical gatherings, etc.).
2. Assists in the preparation for the sacraments of marriage and baptism.
3. Assists in planning parish sacramental celebrations in collaboration with the coordinator of liturgy and/or director of music ministry.

Education

The Pastoral Associate:

1. Fosters the faith growth of the members of the parish.
2. Contributes to the initial formation and ongoing development of various ministers and parish groups.
3. Collaborates with the director for religious education, principal and youth minister in assisting the ministry of children, youth and adult religious education.

Pastoral Services

The Pastoral Associate:

1. Provides significant personal presence at parish events (e.g., at the church during the hours of Sunday Masses) and spends time with parishioners, especially at important moments of their lives.
2. Participates in the pastoral care of the sick in homes and/or hospitals in collaboration with the parish social minister.
3. Provides spiritual leadership within the parish for individuals and for groups through such programs as spiritual direction, pastoral counseling, directing retreats, etc.
4. Assists and shares in ministering to persons in crisis (e.g., the sick and the grieving, the divorced and separated, widows and widowers, and emergency requests for assistance).
5. Assists the pastor in developing social consciousness among the staff and parishioners and responds to the needs of the poor and victimized in the community.

Administration

The Pastoral Associate:

1. Collaborates closely with the pastor and with other members of the parish staff and, on occasion, represents the pastor.
2. Collaborates in the overall process of parish administration, including needs assessment, pastoral planning, decision-making, implementation, financial management, etc.
3. Administers designated parish programs.
4. Directs one or more of the parish ministries as needed.
5. Serves as a pastoral generalist, able to function in a variety of specific ministries as appropriate (e.g., supervises volunteers).
6. Relates to diocesan structures.
7. Participates in civic and ecumenical activities.

Qualities

Because of the generalist nature of this position, the Pastoral Associate needs to possess adaptability and flexibility. This minister is cooperative and is able to alter specific responsibilities and/or activities. This implies the ability to relate to a wide spectrum of people, a willingness to be interested in a variety of parish activities and an ability, with ease and grace, to let go of some responsibilities in order to enable other ministers to take over.

Competencies and Skills

1. Personal Competencies:
 - a. The candidate shall have demonstrated in previous positions a fidelity to the faith and tradition of the universal Church and shall manifest the intention to adhere in future work to the faith, tradition and discipline of the universal Church, the local diocesan Church and the parish. The candidate shall demonstrate a willingness to pursue continuing education.
 - b. The candidate shall have the good physical and psychological health commensurate with the responsibilities of the position and shall possess personal qualities that exhibit a prayerful spirit, maturity (both personal and spiritual), flexibility, initiative, adaptability to pastoral situations and strong interpersonal skills.
2. Theological Competencies:
 - a. The candidate shall have a master of divinity, master of arts degree in theology or its equivalent. The degree will be assessed by the diocese.
 - b. The master's degree program of studies shall include to the greatest extent possible formal courses primarily compatible with Catholic teaching in systematic theology, sacramental theology, moral theology, pastoral theology, liturgy, scripture, spirituality, canon law and social ethics.
3. Professional Competencies:
 - a. The candidate shall have formal training in leadership skills and a practicum in pastoral theology, parish life or some similar clinical pastoral education. The place of the practicum will be determined in collaboration with the candidate, university/college and the Diocese of Pittsburgh.

- b. The candidate shall have at least three years of pastoral experience with demonstrated leadership skills, administrative ability, community service commitment and facility in interpersonal relationships.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be addressed to: Director, Institute for Ministries, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 15.

Pastoral Health Care Minister

Vision

Those called to health care ministry share a conviction and commitment to minister in the name of the Church. This service, to be worthy of the name, is characterized by basic respect for the God-given dignity and destiny of all persons and is imbued with charity and justice.

A Pastoral Health Care Minister is assigned to minister to the patients and staff of a particular institution. He or she will deal with others in a way that respects their dignity as persons and their freedom of conscience without compromising his or her own beliefs.

Pastoral Health Care Ministers will respect the confidentiality demanded in view of the privileged relationship they have with the persons being served. They will strive to promote the values and guidelines for health care established by the Catholic Church and keep themselves informed in regard to them.

Responsibilities and Tasks

Worship

The Pastoral Health Care Minister:

1. Coordinates the sacramental requests of the patients with clergy either assigned to or responsible for the hospital.
2. Discerns worship and prayer needs and oversees the provision of quality liturgical celebrations and sacramental services in collaboration with assigned clergy.
3. Joins with others to develop the pastoral ministry of the institution and fosters an atmosphere of hospitality and harmony.
4. Serves as a leader of prayer in group formation sessions when appropriate.

Education

The Pastoral Health Care Minister:

1. Invites, motivates and trains volunteer ministers of the Eucharist and pastoral visitors.
2. Recruits persons for various liturgical roles for programming liturgy and taped ministry to patients.
3. Makes information available about opportunities for training and growth, including diocesan and hospital orientation and training programs.
4. Is mindful of the health needs of the whole person and promotes and participates in an interdisciplinary approach to health care whenever possible.

Pastoral Services

The Pastoral Health Care Minister

1. Maintains a visible and consistent presence in the institution.
2. Is available for counseling, particularly for crisis counseling, and makes proper referrals when necessary.
3. Is available for spiritual direction.

4. Maintains communication with the Director of Pastoral Care and other chaplains serving the institution.
5. Is available to families in times of death, sickness or stress.

Administration

The Pastoral Health Care Minister:

1. Collaborates with other staff members, integrating his or her own area of responsibility with the overall pastoral ministry endeavor.
2. Directs seasonal liturgical planning and all sacramental and devotional celebrations in collaboration with ordained ministers.
3. Is involved in the preparation and managing of the office budget.
4. Oversees the provision of needed materials for worship, such as aesthetic decor and cleanliness of the worship space, supply of sacred vessels and vestments and maintenance of an effective sound and video system.
5. Is involved in ecumenical, deanery and diocesan networks of professional peers and fosters good public relations both within and outside the hospital.

Qualities

The Pastoral Health Care Minister must possess a sense of the sacred and of ritual. He or she should have a good sense of personal presence to the hospital community and the ability to articulate spirituality throughout the hospital.

Competencies and Skills

The Pastoral Health Care Minister:

1. Has an in-depth understanding of the theology and history of sacramental and liturgical practices.
2. Has proficiency in the action-reflection process evidenced by a degree of self-knowledge that permits personal care to be offered within the context of the patients' strengths and limitations.
3. Is a self-reflective person, well grounded in a relationship to God, self and others.
4. Possesses an emotional maturity issuing in compassionate ministry.
5. Possesses personal integrity, a clear sense of personal identity and an ability to relate to others.
6. Is able to function effectively under stress, to cope with crisis situations and to respond creatively to a multiplicity of challenges.

Formation, Training and Criteria for Readiness

Preparation for this ministry also requires professional development in clinical pastoral education.

Even though it is possible for an individual to have a well-developed and in-depth pastoral sense developed by exposure to substantive literature, exemplary ministry experience and educational workshops, pastoral competence is ordinarily acquired through a professional course of clinical pastoral studies. A certificate or degree in pastoral ministry

together with one or more supervised internships in a hospital setting is recommended for this ministry.

The Pastoral Health Care Minister:

1. Is a practicing, believing and fully initiated member of the Catholic Church.
2. Possesses an ability to articulate a pastoral theology that is both contemporary and functional.
3. Demonstrates competence in reflecting theologically and in facilitating that process in others.
4. Shows evidence of a basic understanding of the theology, ecclesiology and practices of faith groups other than that of the Pastoral Health Care Minister.
5. Shows evidence of understanding current theological and spiritual issues that confront Pastoral Health Care Ministers.
6. Demonstrates an ability to articulate medical/ethical issues.

Professional competencies shall include demonstrated skills within the areas of pastoral care, human relations, leadership and professional accountability.

1. Pastoral Care:
 - a. Ability to use spiritual assessment, planning, intervention and evaluation in the clinical setting.
 - b. Ability to understand and help others discover meaning in the experiences of suffering, grief and loss.
 - c. Understanding of the ways in which psychosocial dynamics and cultural/ethnic differences affect pastoral care practices.
 - d. Ability to provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances.
2. Human Relations:
 - a. Skills in communicating effectively through active listening and responding.
 - b. Capacity for intervening in chronic and acute situations.
 - c. Demonstration of the ability to initiate, deepen and terminate pastoral relations.
 - d. Ability to articulate ways in which the Pastoral Health Care Minister has used supervision, consultation and peer group process to evaluate personal and professional growth in ministry.
3. Leadership:
 - a. Skills in utilizing pastoral perspective and competence in a variety of functions, such as worship, teaching, administration and team building.
 - b. Skills in facilitating decision-making based on an understanding of religious heritage, theological values and behavioral sciences.
4. Professional accountability:
 - a. Evidence of an understanding of the operational systems in the clinical setting.
 - b. Validation of an ability to function as an integral member of an interdisciplinary team.
 - c. Facility in communicating with other disciplines through use of referral systems, chart entries and other mechanisms in the clinical setting.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be addressed to: Director, Office for Chaplain Services, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, (412) 456-3060.

Refugee Partnership Coordinator

Vision

The purpose of this ministry is to provide parish support and assistance to the refugees who resettle in our community. The Church has always welcomed and aided those who are forced to leave their countries behind and make a new life here in the Diocese of Pittsburgh.

Responsibilities and Tasks

The Refugee Partnership Coordinator:

1. Recruits volunteers who want to assist with the resettlement of refugees in their community.
2. Works closely with Catholic Charities' Refugee Services Program to coordinate refugee assistance, including food, shelter, clothing, employment, language training, transportation, orientation to the community, budgeting and health care.
3. Contacts the refugee's caseworker. The Refugee Partnership Coordinator may also work with the Community Resources Specialist for the provision on tangible assistance and the Employment Specialist Supervisor regarding job opportunities.
4. Works with the diocesan Office for Ethnic Ministries to coordinate pastoral care in welcoming newcomers into the community.
5. Engages in advocacy efforts on behalf of refugees in partnership with Catholic Charities Refugee Services program and the diocesan Secretariat for Pastoral and Social Concerns.
6. Stays informed about potential resources for refugees.

Formation, Training and Criteria for Readiness

The Refugee Partnership Coordinator:

1. Has attended the partnership training programs.
2. Has read the Catholic Charities manual on refugee resettlement.
3. Has the skills necessary for leadership and facilitation.

Referral

In the Diocese of Pittsburgh, inquiries regarding this ministry should be directed to: Catholic Charities, Refugee Services Program, 212 Ninth Street, Pittsburgh, PA 15122, (412) 456-6978.

Religious Education Volunteer Catechist

Vision

The Religious Education Volunteer Catechist shares in and helps to carry out the catechetical mission of the Church. The bishop is “the authentic teacher of the faith in his own diocese” (*The Teaching of Christ*, p. 171). He or she, along with the pastor, provides “for the catechesis of the Christian living” (Canon 773). Pastors, with the assistance of catechetical administrators, carry out this teaching mission in the local parish church through the ministry of the Religious Education Volunteer Catechist. The Religious Education Volunteer Catechist teaches in a systematic way the Word of God to children, youth and adults and proclaims the Word by his or her own living witness of the faith.

Responsibilities and Tasks

The Religious Education Volunteer Catechist:

1. Is knowledgeable of the content of the faith.
2. Demonstrates some skills in presenting this faith to a particular age group.
3. Recognizes and names his or her own gifts and skills.
4. Prepares his or her lessons.
5. Is present to teach the class and is available for communication with students and families.
6. Is available for meetings and training on both the parish and diocesan levels.
7. Is cooperative in all service and worship activities involving the students.
8. Is open to ongoing evaluation.

Formation, Training and Criteria for Readiness

The Religious Education Volunteer Catechist needs to be an active, fully initiated and practicing Catholic in good standing. He or she needs to be a person of prayer, flexibility, relational skills and humor. In particular, volunteer catechists are asked to attend the 4-component Basic Certification Courses (Creed, Sacraments, Morality and Methods). The Basic Certification Courses are systematic and include the integration of doctrine, scripture, catechetical principles, methods and evaluation. At the completion of the courses, volunteer catechists are issued a Basic Catechetical Certification. The Basic Certificate may be renewed within five years (and thereafter at no greater than five year intervals) by taking 30 hours (2 credits) of theology in diocesan or deanery workshops or courses and/or other diocesan approved catechetical enrichment experiences. An Advanced Catechetical Certificate may be earned by meeting the following three conditions:

1. Holding a current Basic Catechetical Certificate.
2. Teaching three years in a parish or diocesan center after earning the Basic Catechetical Certificate.
3. Within five years of completing the Basic Catechetical Certificate, completing 60 hours (4 credits) of enrichment in theology, 15 hours (1 credit) in scripture, 15 hours (1 credit) in doctrine, 15 hours (1 credit) in morality and 5 hours in catechetical methodology from the Diocesan Continuing Christian Development Catalogue and 10 hours of electives.

Upon review, equivalency certificates for Basic Catechetical Certification can be issued. Equivalency certificates are generally granted for catechetical college credits attained at a recognized Catholic college/university or for catechetical certification programs completed in another Catholic diocese that holds the same catechetical standards as the Diocese of Pittsburgh. Certificates can also be earned for special religious education catechists and youth workers.

Referral

A Religious Education Volunteer Catechist who is interested in serving in the parish catechetical ministry should contact the catechetical administrator and/or the pastor. For further information on certification and training, contact: Director, Office for Catechetical Ministries, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, (412) 456-3110.

Respect Life Chairperson

Vision

A parish Respect Life program calls into action the combined forces of the Church in order to give tangible witness in an organized program to meet the needs of neglected members of the human family. In 1975, the bishops of the United States adopted the *Pastoral Plan for Pro-Life Activities*. They reaffirmed the plan in 1985 and once again renewed their commitment to it by passing a resolution at their national meeting in November 1989. They most recently released an updated version of the plan, *A Campaign in Support of Life*, in November 2001.

The primary goal of the Respect Life Program is to create and sustain respect for human life at every stage of its existence and in every situation from conception until natural death.

To aid in executing the program, a Respect Life Chairperson is appointed by the pastor. This person is one who is familiar with parish life and activities and understands and accepts the Catholic position on life issues.

Responsibilities and Tasks

The Respect Life Chairperson:

1. Serves as chairperson of the parish Respect Life committee.
2. Is responsible to the pastor, in cooperation with the diocesan Respect Life Director.
3. Periodically convenes parish Respect Life committee meetings.
4. Gathers knowledge of the issues involved: abortion, bioethical threats to human life, capital punishment, legalized infanticide, euthanasia, involuntary sterilization, destruction of the physically or mentally impaired and other issues that deny or demean life.
5. Organizes and educates the parish to restore respect for all human life, emphasizing the individual responsibility to promote legal protection for the unborn, appropriate advocacy for the elderly, the poor and persons with disabilities, economic policy regarding housing, hunger, food and health care, and the role of each believer in the building of world peace.
6. Facilitates special Respect Life projects in the areas of prayer/spiritual activities, life role, public policy, education, pastoral care and publicity.

Formation, Training and Criteria for Readiness

The Office for Respect Life provides training, information and support services on a continuing basis for the fulfillment of the Respect life program.

Referral

In the Diocese of Pittsburgh, inquires about this ministry should be addressed to: Director, Office for Respect Life, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, (412) 456-3161.

Sacristan

Vision

A Sacristan serves the parish community by caring for the items used in liturgical worship, preparing them for the various rites and maintaining the good order of the sacristy. Such care enables the community to exercise appropriate stewardship of its liturgical goods and to be prepared fittingly for a worthy celebration of the sacred rites.

Responsibilities and Tasks

The Sacristan:

1. Sees to it that liturgical vessels, linens, vestments and furnishings are kept in good repair, clean and respectfully stored.
2. Monitors the supplies needed for the liturgy (bread, wine, incense, candles, oils, etc.), keeping in mind special seasons and events.
3. Cooperates with members of the maintenance staff to ensure that the church building is kept clean and orderly and plans with them so that items or places are prepared for special services (baptistry, Easter fire, special processions, etc.).
4. Cooperates with others who may be responsible for parish liturgical art and environment or seasonal decoration.
5. Prepares particular items needed for the various liturgical celebrations (eucharistic vessels, cruets, linens, book markings, furniture, etc.).
6. Depending on arrangements with the pastor, assists with the immediate preparations for liturgical celebrations and the cleanup following the liturgies.

Formation, Training and Criteria for Readiness

The Sacristan:

1. Is a member of the community who values the celebration of the liturgy and the articles that are associated with it and who possesses a sense of order and attention to detail.
2. Desires to serve the parish community and to commit time and talents to this ministry.
3. Has, through experience or special training, a thorough familiarity with:
 - a. The church building, doors, keys and supplies.
 - b. The names, functions and storage places of all vessels, books, linens, vestments and furniture used in the liturgy.
 - c. The proper cleaning and care of various items (silver, brass, stone, wood, cloth).
 - d. The items needed and the setup for specific ritual celebrations (e.g., Mass, baptisms, weddings, Morning Prayer, funerals), including special seasonal rites (Easter Vigil, Christmas, etc.).
 - e. Church norms for the proper arrangement of liturgical spaces, use of candles and decorations. (See document, “Environment and Art in Catholic Worship”).
 - f. Normal church upkeep (sanctuary lamp, holy water fonts) and general neatness.
 - g. The maintenance of necessary supplies of liturgical goods (altar candles, wine, hosts, incense, candles for baptism or Easter Vigil).
4. Keeps familiar with the Liturgical Year and the church schedule (including times for rehearsals, funerals, weddings, decoration planning, etc.).

Referral

Appointment and training of Sacristans takes place in the local parish community. Consultation and assistance is provided for parishes by: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Secondary School Principal

Vision

The Catholic Secondary School Principal is responsible for implementing the policies and practices of Catholic education as recommended by the Department for Catholic Schools. The principal's role is primarily leadership in spiritual and professional matters. The principal works to create a school climate conducive to growth in moral values and academic excellence that are appropriate and in conformity with the pastoral *To Teach As Jesus Did*.

At any level, in any type of high school (diocesan, parish, religious community), the principal takes the initiative in bringing clergy, faculty, parents and students together to create a faith community and to foster its continuing development.

The primary goal of the principal in a Catholic school is to create a climate that focuses on the development of Gospel values, healthy self-esteem and academic excellence and reflects the spirit of the pastoral *To Teach As Jesus Did*.

Responsibilities and Tasks

Worship

The Secondary School Principal:

1. Collaborates with other appropriate members of the school staff (e.g., chaplain, pastoral care ministers, high school ministry, music department) to ensure quality prayer and liturgical celebration opportunities for the school community.
2. Ensures that opportunities for sacramental reception are provided for the students and staff of the school community on a regular basis. Particular emphasis is given to the regular celebration of Mass.
3. Participates in the programs of faith leadership to ensure ongoing commitment to personal faith development.
4. Provides for the faith development of the faculty through regular and ongoing retreat days, in-services, prayer and other viable means.

Education

The Secondary School Principal:

1. Provides opportunities for in-service in spiritual and educational development for the staff.
2. Directs, supervises, evaluates and improves all areas of the curriculum.
3. Provides staff development for the faculty.
4. Ensures an educational program that is solidly rooted in the Catholic tradition.

Pastoral Services

The Secondary School Principal:

1. Encourages interaction between and among faculty, staff and students by encouraging a climate conducive to the development of spiritual, personal and professional growth.
2. Collaborates with school and diocesan personnel in planning and implementing programs for a total integrated approach to catechesis.

3. Communicates effectively with the Secretary for Education, the Department for Catholic Schools, Department for Religious Education/CCD, pastors, advisory boards, parents, faculty, students and the civic community.
4. Establishes a public relations committee, office or program to market the school.
5. Establishes positive relationships with the civic community by encouraging school participation in local programs.

Administration

As an administrator and instructional and faith leader, the Secondary School Principal:

1. Observes and evaluates teaching personnel.
2. Consults with the advisory board(s), parents and faculty in determining policies that are consistent with the regulations of the Department for Catholic Schools.
3. Maintains close cooperation among any advisory boards, staff and the principal.
4. Appoints assistant principal(s) when the enrollment of the school and complexity of its programs warrant it.
5. Articulates the philosophy and objectives of Catholic education as stated in the teachings of the Church and by the diocesan bishop.
6. Monitors the acquisition of diocesan accreditation, catechetical certification and Pennsylvania Instruction II Certification of teachers.
7. Prepares and submits required reports for the diocesan Department for Catholic Schools, advisory board(s) and pastor (if appropriate).
8. Oversees the maintenance and safety of school facilities.
9. Supervises the implementation of the Middle States Accreditation process and diocesan curriculum guidelines.
10. Supervises and evaluates instruction utilizing a formal process.
11. Plans and presents orientation for new teachers and paraprofessionals and monitors the Pennsylvania Induction Program.
12. Participates in the preparation of the annual school budget and submits it for approval.
13. Establishes and implements the tuition and financial aid policies of the school in accord with appropriate diocesan policies.
14. Supervises and directs fund raising and development projects for the school.
15. Communicates with the local public school administration.
16. Monitors recruitment and retention of students.
17. Establishes and participates in long-range planning for the school.
18. Supervises the guidance and testing programs.
19. Provides leadership collaboratively with the staff in the development of handbooks (e.g., policy, teacher, student).
20. Directs athletic and extra-curricular activities.
21. Administers the agreement between the Federation of Pittsburgh Diocesan Teachers and the secondary schools of the Diocese of Pittsburgh where applicable.
22. Coordinates programs with the intermediate unit and other state and federal government agencies.
23. Establishes, oversees and implements all aspects of the student services program of the school.
24. Assumes other responsibilities as directed by the Superintendent of Schools or the Assistant Superintendent.

Qualities

Effective functioning in this ministry requires a love for learning and a deep faith commitment. An openness to differing opinions and views, especially concerning the principal's role as administrator of curriculum, pedagogy and educational policies is needed. The Secondary School Principal should also relate well to both children and adults, as well as have the ability to coordinate a staff of dedicated teachers to achieve mutually agreed-upon goals.

Competencies and Skills

1. Understanding of the philosophy of Catholic education, policies and programs that govern the Catholic school so as to ensure Catholic identity.
2. Understanding, as an instructional leader, of the patterns of growth in child development and possessing a workable knowledge of learning theories.
3. Proficiency in curriculum development, school scheduling and instructional techniques.
4. Knowledge of personal and interpersonal leadership styles.
5. Understanding and appreciation of evaluation techniques for self and other personnel.

Formation, Training and Criteria for Readiness

Preparation for this ministry must follow the guidelines of the Department for Catholic Schools. Some of the guidelines include:

1. All Secondary School Principals shall have a minimum of five years of successful teaching (preferably in a Catholic secondary school), have earned a master's degree and have received appropriate state certification for secondary school principalship.
2. Since the Secondary School Principal is a faith leader as well as an academic leader, all principals shall be practicing, believing and fully initiated members of the Catholic Church.
3. All Secondary School Principals shall have obtained diocesan accreditation, catechetical certification and a valid Pennsylvania teacher certificate.
4. The Secondary School Principal has obtained letters of recommendation from:
 - a. Pastor or affiliated parish/religious superior.
 - b. Immediate past principal.
 - c. Another professional (e.g., religious superior, university professor, former employer, pastor).

Evaluation and Certification

For information about this position and about evaluation and eligibility guidelines, inquiries should be addressed to: Superintendent, Department for Catholic Schools, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, (412) 456-3090.

Sponsor (RCIA)

Vision

A Sponsor accompanies a person seeking admission as a catechumen or a candidate for reception into full communion with the Church (RCIA 10 and 483). This role is exercised throughout the period before immediate preparation for the celebration of the sacraments of initiation. In the catechumenal ministry, a Sponsor helps, through personal presence, to connect the candidate with the wider parish community. The Sponsor is also asked to stand as a witness to the candidate's moral character, faith and intention (RCIA 10).

The Sponsor needs to be both willing and able to assist genuinely the candidate in his or her growth in faith. In his or her own life of prayer, the Sponsor will need to acknowledge that it is the Lord who calls to conversion, and he or she is a companion on this journey of faith. Confidentiality, along with being a good listener, is a vital importance in this ministry.

Responsibilities and Tasks

The Sponsor:

1. Enables the catechumen/candidate to sense the practical life and concerns of the local community of faith.
2. Offers information about the daily practice of the faith and, when necessary, enables the catechumen/candidate to find information or services he or she needs from the Church.
3. Offers feedback to the initiation leaders about the progress of the catechumen/candidate and participates in discerning his or her readiness for the next steps in formation.
4. Participates actively in the parish's liturgical life and especially in the catechumenal rites prior to the Rite of Election.
5. May be chosen to be the godparent of the catechumen at the time of the Rite of Election.
6. Seeks to be a friend, companion, guide and model throughout the initiation process and beyond.

Formation, Training and Criteria for Readiness

The Sponsor:

1. Is a fully initiated member of the Catholic Church, with good reputation, fully participating in the sacramental and practical life of the local Church.
2. Understands the "journey of conversion" as presented in the *Rite of Christian Initiation of Adults*.
3. Is willing to commit himself/herself as a companion in this journey for a particular catechumen/candidate.
4. Is open, flexible and sensitive to the needs of others.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be directed to: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Sponsor/Godparent Coordinator (RCIA)

Vision

The life of faith in Jesus is passed on through relationships. The Sponsor/Godparent Coordinator is a person who calls, cares for, appoints and empowers the sponsors of catechumens. The role of the Sponsor/Godparent Coordinator is vital in building a sense of community among parish sponsors and their catechumens.

Responsibilities and Tasks

The Sponsor/Godparent Coordinator:

1. Ensures that each inquirer will have:
 - a. An appropriate sponsor from the time of the Rite of Admission of Catechumens until the time of election.
 - b. An appropriate godparent from the time of election through the period of mystagogy.
2. Provides for initial and continued formation of sponsors and godparents.
3. Invites members of the faith community to accept the responsibility of service as sponsor and godparents so that the parish will be able to provide for the needs of catechumens.
4. Helps sponsors and godparents develop interpersonal skills (listening and communicating), formational experiences (lived faith) and deeper participation in the liturgical and spiritual life of the parish.

Formation, Training and Criteria for Readiness

The Sponsor/Godparent Coordinator:

1. Is actively involved in the parish community.
2. Has a sense of the general process of Christian initiation, Catholic spirituality and a special familiarity with the function of the sponsor and the godparent.
3. Is formed in a spirituality that enables and empowers people to live a life of faith.
4. Has good communication skills and is able to help put people at ease with each other.

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be directed to: Director, Department for Worship, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205, (412) 921-5800, ext. 32.

Teacher

Vision

A competent staff is one of the indispensable elements of a good school. Such a staff is not merely a collection of individually competent persons. It is a collaborative team having common purposes motivated by Catholic ideals. Teachers should show evidence of a warm and dynamic personality appealing to children, manifesting to them that they are needed, loved and valued. The Teacher must love to teach so that the children will love to learn.

Responsibilities and Tasks

As a professional leader in the classroom, the Teacher has the responsibility to:

1. Study the philosophy and objectives of Catholic education to ensure that his or her teaching conforms to these basic principles.
2. Study the growth and development of individual students and seek opportunities to develop moral and spiritual values with students.
3. Plan carefully for instruction, taking into consideration the needs and interests of individual students.
4. Provide opportunities for students to participate in both individual and group activities, in conducting instructional activities and in evaluating the results of instruction.
5. Keep accurate records of student progress.
6. Conduct procedures in assignments, examinations and evaluations of student achievement in such a way as to encourage individual responsibility and accountability on the part of the student.
7. Change plans and procedures in teaching when conditions suggest such changes (e.g., different philosophy of grouping students, community needs or activities, extracurricular activities).
8. Be flexible in adapting instruction to new or changing conditions that develop in the classroom.
9. Attend faculty meetings and pursue professional growth through reading, study, in-service training and membership in professional organizations.
10. Observe policies and regulations as outlined in handbooks.
11. Be challenged and affirmed by principal observation/evaluation of performance and be open to suggestions and recommendations for improving instruction through utilization of education materials and innovative techniques.
12. Make use of supplementary aids and community resources.
13. Establish cooperative relationships with administration, pastor, teachers, students, parents and other members of the community.
14. Be open to multicultural experiences.
15. Participate whenever possible in the administration of the school and assist the principal in the performance of the duties of the school, such as:
 - a. Scheduling, attendance and reports.
 - b. Supervision of lunchroom, playground and student activities.
 - c. Safety drills and traffic control.

- d. Transportation.
- e. Discipline.
- f. Teacher aides and volunteers.
- g. Community relations.
- h. Ordering and dispensing materials and supplies.

Formation, Training and Criteria for Readiness

Teachers are to be practicing Catholics living in conformity with the faith and moral principles as taught and explained by the Magisterium.

All Teachers must have diocesan accreditation issued by the Department for Catholic Schools. The following are required to obtain diocesan accreditation:

1. Valid Pennsylvania instructional certificate.
2. Satisfactory completion of the prescribed course of study: “Catholic Philosophy and Survey of Doctrine for Teachers in Catholic Schools.”

Referral

In the Diocese of Pittsburgh, inquiries about the teaching ministry should be addressed to: Superintendent, Department for Catholic Schools, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, (412) 456-3090.

Youth Minister

In most instances, the Youth Minister works with individuals of high school age. However, in some parishes, the youth ministry program may be expanded to include junior high school students and/or young adults.

Vision

The responsibility of the parish Youth Minister is to minister to youth and young adults. The Youth Minister collaborates with other staff members in promoting the parish mission statement and depends upon their support in working with youth. The Youth Minister recruits, trains, assesses and supports adult volunteers while seeking close communication with and mutual support from the families of the youth. He or she collaborates with diocesan, deanery and community youth organizations.

In order to promote holistic growth and to engage youth in a continuous faith experience of Church, this minister reaches out to all youth in the community (i.e., hurting, healthy and healed). He or she develops personal relationships with youth, provides for formal catechesis, and invites and empowers youth to serve.

Responsibilities and Tasks

Worship

The Youth Minister:

1. Collaborates with appropriate members of the parish staff (e.g., coordinator of liturgy and/or director of music ministry, director for religious education, etc.) to ensure quality prayer and liturgical celebration opportunities for youth.
2. Develops youth retreats.
3. Facilitates the leadership of prayer at youth gatherings.

Education

The Youth Minister:

1. Invites, motivates and trains volunteer youth ministers.
2. Provides opportunities for education and training of adults as youth workers.
3. Develops youth leadership.
4. Provides for catechetical formation, formal and informal faith sharing and small group formation.
5. Serves as an advocate for youth to other parish agencies.

Pastoral Services

The Youth Minister:

1. Invites and gathers youth for programs.
2. Models and gives witness to his or her personal faith.
3. Is present for youth at social and recreational events at the parish, school and community.
4. Refers youth to appropriate counseling and resource programs.
5. Directs social service projects involving youth.

Administration

The Youth Minister:

1. Collaborates with the pastor, under his supervision, and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
2. Conducts a needs assessment in the community for youth ministry.
3. Plans, implements, develops and evaluates programs.
4. Assesses available personnel resources and recruits, supervises, supports and evaluates adult volunteer youth workers.
5. Oversees parish physical facilities for youth (i.e., teen center).
6. Prepares and develops a budget and organizes and manages fund raising for youth programs in collaboration with the pastor.
7. Directs publicity for youth ministry programs through church bulletins, newsletters and websites.
8. Establishes networks for counseling and referral.
9. Becomes involved in community, ecumenical, deanery and diocesan networks of professional peers and youth offices.
10. Maintains communication with public and Catholic high schools in the area and high school campus ministers.

Qualities

Effective functioning in this ministry requires a deep faith commitment and an ability to articulate it, a capability of relating to teens and their families, energy, enthusiasm, flexibility, positive attitude, caring nature, determination and a genuine liking for youth.

Competencies and Skills

There are several competencies and skills that are particularly important for the effective exercise of this role.

The Youth Minister:

1. Understands the principles of psychology and sociology, most especially those pertaining to adolescence and family development.
2. Understands faith development.
3. Has knowledge of the foundations or principles underlying youth ministry.
4. Has knowledge of catechetical methodology.

Formation, Training and Criteria for Readiness

Preparation for youth ministry requires:

1. Proven competency in Catholic theology.
2. Knowledge of the psychological and spiritual development of children and adolescents.
3. Knowledge of the principles of youth counseling and spiritual direction.
4. Interpersonal and group dynamic skills focused on youth programs.

Minimally, a bachelor's degree in youth ministry, religious direction, secondary education or a related field is required for a Youth Minister. A master's degree is encouraged.

Referral

In the Diocese of Pittsburgh, inquiries concerning this ministry should be addressed to: Director, Department for Youth and Young Adult Ministry, Diocese of Pittsburgh, 1010 McNeilly Road, Pittsburgh, PA 15226, (412) 563-6373.

Youth Worker

Vision

The Youth Worker is an adult volunteer who coordinates or helps to coordinate the parish youth program in cooperation with the parish staff.

This adult is a person of faith who is interested in and able to work with adolescents and provides a strong witness to Catholicism.

Responsibilities and Tasks

The Youth Worker:

1. Collaborates with the pastor, youth minister (if present) and other members of the parish staff on the planning of the youth program.
2. Serves as a member of the ministry team who directs and organizes the parish youth program.
3. Is actively involved in the various tasks necessary in the functioning of a youth program.
4. Updates personal spiritual formation, youth ministry skills and catechetical knowledge.

Formation, Training and Criteria for Readiness

The Basic Certification Program for religious education volunteer catechists with the inclusion of the Youth Ministry methods component.

Referral

In the Diocese of Pittsburgh, inquiries concerning this ministry should be addressed to: Director, Department for Youth and Young Adult Ministry, Diocese of Pittsburgh, 1010 McNeilly Road, Pittsburgh, PA 15226, (412) 563-6373.