



CATHOLIC DIOCESE OF
PITTSBURGH
INSTITUTE FOR PASTORAL LEADERSHIP

Manual for Lay Ecclesial Ministry

SPRING 2018

**SECRETARIAT FOR
LEADERSHIP DEVELOPMENT
AND EVANGELIZATION**

INTRODUCTION

In 2005 under the direction of Bishop David Zubik (of Green Bay, WI), the then Chair of the Committee on the Laity, the United States Conference of Catholic Bishops published the document, *Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry*. The purpose of this document was to provide the Church in the United States a vision and appropriate guidelines for the ever-growing presence of lay ecclesial ministers within the Church. The growth of lay ministry flows directly from the Second Vatican Council's universal call to holiness and has become an indispensable gift to the Church.

With contemporary society becoming increasingly secularized and parish life becoming progressively more complex, the presence of lay ecclesial ministers has risen to a level of paramount importance. The value of lay ecclesial ministry does not rival the central role of the ministerial priesthood in the life of the Church, nor could it ever replace it. Rather, the contribution of lay ministers is found in their personal and professional support of the Church's mission, which the clergy could never fulfill alone. The clergy and the laity are called to be co-workers in the Lord's vineyard, an "organic blending of legitimate diversities," in the common work of sanctifying the world.¹

A lay ecclesial minister exercises his or her leadership role under the canonical authority and supervision of a pastor, first the bishop of the diocese where they serve, and in most instances, under a pastor of a parish. Leadership as a lay ecclesial minister is a supportive role to the pastor and the ministry of his responsibilities to the flock he shepherds.

Co-Workers calls this work *ministry* because the word expresses the work by which the Church's lay members labor as professional leaders in the Church to "continue the mission and ministry of Christ within her and the whole world."² By the nature of their collaboration and shared responsibility with pastors, however, the work of lay ecclesial ministry requires "academic preparation, certification, credentialing, and a formation that integrates personal, spiritual, intellectual, and pastoral dimensions." The need for this formation proceeds from a personal calling to serve in ministry,

¹ *Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry*, pp. 10-11.

² *Ecclesia de Mystero*, practical provisions, articles 1-2.

which is appropriately discerned “within the Church and authenticated by the Bishop.”³

To fulfill the requirement for the requisite formation of our lay ecclesial ministers, our own Bishop Zubik launched the *Institute for Pastoral Leadership* in October 2017 to provide a certification program in which the four areas of formation would be provided for laypersons interested in and/or serving in lay ecclesial ministry roles. The Institute is not an academic program, but a formation process intended to build the capacity of our LEMs in the principles and practices of effective leadership, ministry, and evangelization for the *Church Alive!* The theological education of these individuals will be handled by partner institutions that offer theology degrees and certificates.

The work of the Institute focuses on the proper integration of the four areas of formation in the life and ministry of lay leaders in the Church. For the sake of the people LEMs serve, the work of integral formation requires continual growth in Christian virtue and a life-long commitment to holiness as well as ongoing professional development. Practically speaking, this means that every LEM is to be encouraged to make deep personal connections between the content of the faith, their prayer life, their personal strengths and giftedness, as well as their pastoral and professional effectiveness in ministry. The purpose of the Institute is to provide ongoing opportunities for this growth to occur. The certification program is intended to lay a foundation for each LEM upon which they can build as they mature in ministry over time.

The certificate program lasts two years with monthly gatherings and is detailed in the pages that follow. The first year is dedicated to core principles and practices of “Leadership with the Heart of Christ,” a vision for leadership that has been developed within the Secretariat for Leadership Development over the past seven years around the principles and practices of effective leadership and strategies for the New Evangelization.

The second year is more practical in nature and is comprised of a ministry specific track for each area of lay ecclesial ministry. Those enrolled will work through the

³ *Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry*, pp. 10-11.

process in cohorts of no more than 25 people. Participants will also develop a professional development plan within the context of their parish ministry and they will have opportunities for coaching, mentoring in their respective areas of ministry, and access to a Human Formation Advisor and a Spiritual Formation Advisor. Participation in the Institute is also recommended for those that are already certified by the diocese as an opportunity for ongoing professional development.

This *Manual for Lay Ecclesial Ministry* is provided in order to inform clergy and lay ecclesial ministers about the work, policies and procedures of the *Institute for Pastoral Leadership*, as well as provide a thorough description of the various professional roles lay people can hold within the Diocese of Pittsburgh as leaders for the *Church Alive!*

Sincerely in Christ,



Michel Therrien, STL, STD
President, Institute for Pastoral Leadership

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I. LAY ECCLESIAL MINISTRY

Parish vibrancy is nurtured by equipping selfless and energetic leaders to create effective ministries.

A LEM, a lay/religious woman or man, is called to be a disciple-leader who conveys authenticity, integrity, competence, and vision for the future. Disciple-leaders are called to follow Christ's example. Their leadership builds on their natural talents and spiritual gifts, and requires deep listening and the commitment to helping Catholics live out their vocation to holiness. Disciple-leaders greatly value the importance of relational ministry and learn how to develop, empower, and mobilize networks within their respective communities to transform culture.

Any individual who has responsibility for an area of ministry under the Bishop or a pastor/administrator is a Lay Ecclesial Minister, whether in a full-time or part-time capacity, regardless of the position/title used in the parish.

REQUIREMENTS FOR LEM CERTIFICATION IN THE DIOCESE OF PITTSBURGH

"The Church has always required proper preparation of those who exercise a ministry ... lay persons who devote themselves permanently or temporarily to some special service of the Church are obliged to acquire the appropriate formation which is required to fulfill their function properly"

Co-Workers in the Vineyard of the Lord, p. 33

The diocesan Bishop requires all those working in any area of Lay Ecclesial Ministry to be certified by the Diocese of Pittsburgh. The same applies to any professional Lay Ecclesial Minister working in a volunteer capacity.

In the Diocese of Pittsburgh, the certification requirements are as follows:

1. An academic degree in the area appropriate to their ministry. Ideally, the degree is a master's in their subject area. For some roles, the minimum is a bachelor's degree in the subject area. With proper approval, they may

complete their academic degree at a partner institution of their choosing while completing the Institute for Pastoral Leadership's LEM Leadership and Evangelization Formation Program.

Those with ten or more years of supervised and assessed experience in a designated field of ministry may be exempt from this requirement if they a) possess an equivalent level of education in another field of study, b) complete the LEM leadership and evangelization formation curriculum (no. 2, below) and c) demonstrate the required personal competencies for leadership in the diocese.

2. The two-year LEM Certification Program offered by the Institute for Pastoral Leadership.

Each newly hired LEM has five (5) years to complete the entire certification process, including any degree required.

REQUIREMENTS FOR BEING COMMISSIONED AS A LEM IN THE DIOCESE OF PITTSBURGH

"Lay ecclesial ministers often express a sense of being called. This sense motivates what they are doing, guiding and shaping a major life choice and commitment to Church ministry. At the same time, they know that a self-discerned call by the individual is not sufficient. Their call must also become one that is discerned within the Church and authenticated by the bishop, or his delegate, who alone is able to authorize someone to serve in ecclesial ministry."

Co-Workers in the Vineyard of the Lord, p. 12

Upon completion of the certification requirements including the appropriate degree and the two-year LEM Leadership and Evangelization Formation Program, the LEM must be authorized and commissioned by the Diocesan Bishop at the Commissioning Mass. A LEM is commissioned and authorized once for each area of ministry in which they are certified. The Commissioning Mass signifies the LEM being sent forth into mission. At the same time it serves as a graduation ceremony, thus completing LEM Certification.

LEM CATEGORIES IN THE DIOCESE OF PITTSBURGH AND DEGREE REQUIREMENTS

“It is the responsibility of the bishop, or his delegate, in accord with the norms of canon law, to identify the roles that most clearly exemplify lay ecclesial ministry. Application of the term may vary from diocese to diocese.”

Co-Workers in the Vineyard of the Lord, p. 11

LEM Ministry	Minimum Degree	Subject Area
Catholic School Administration (Elementary and Secondary)	Master’s Degree	Educational Administration
Campus Ministry	Bachelor’s Degree	Theology, Evangelization
Adult, Marriage and Family Ministries	Master’s Degree	Pastoral Theology or Theology of Marriage and Family
Diocesan Pastoral Staff (directors for Lay Ecclesial Ministries)	Master’s Degree	Theology, Educational Administration, Organizational Leadership
Evangelization	Bachelor’s Degree	Theology, Evangelization
Faith Formation	Master’s Degree	Theology, religious education, pastoral Ministry, Education with a BA in Theology
Music Ministry	Bachelor’s Degree	Music and Liturgy
Pastoral Care and Social Outreach	Bachelor’s Degree	Evangelization, Social Ministry, Pastoral Ministry
Spiritual Formation	Master’s Degree	Spirituality, Theology
Worship	Bachelor’s Degree	Liturgy
Master Catechesis	Master’s Degree	Theology, Catechetics
Parish Business Management	Bachelor’s Degree	Business Administration
Pastoral Ministry/Administration	Master’s Degree	Divinity, Theology
Pastoral Health Care Ministry	Master’s Degree	Theology, Pastoral Ministry
Youth Ministry	Bachelor’s Degree	Theology or Evangelization

CURRICULUM FOR CERTIFICATION: LEADERSHIP AND EVANGELIZATION FORMATION PROGRAM

Today, more than ever, those leading ministry in the Church are called to carry out the mission of Jesus Christ in innovative and more effective ways, so that the Gospel might reach all the way into the hearts of those who have drifted from their faith or never encountered the Lord in a meaningful way.

The ministry of leadership within the Church—whether for clergy or lay ecclesial ministers—is an indispensable resource for the successful outcome of the implementation of the New Evangelization. The Church needs disciple-leaders who know how to form and serve others for the mission of Jesus Christ in a world increasingly unresponsive to the message of the Gospel.

Just as Jesus summoned the twelve in order to form them and send them out to proclaim the Gospel (Luke 9:1, 10:12), so too, the *Institute for Pastoral Leadership* invites those serving in lay ecclesial ministry roles to gather and prepare for the tremendous work of leadership during this time of renewal in the Church.

Ministry in the Church today requires people who are not merely knowledgeable, merely spiritual, or merely skilled. It requires people who have successfully *integrated* their knowledge, spirituality, and ministerial competency as effective leaders for the challenges of today's world.

The Church needs leaders who can form disciples, forge teams/staffs, renew community life out of disparate groups, and provide pastoral care for those displaced, hurt, frustrated or confused by life's challenges and struggles in the Church, all the while focusing on outreach to those on the margins who are most in need of the mercy of Christ.

Impactful leadership development and integral formation does not happen at a workshop, at a conference or even a retreat. Effective lay leaders emerge when there is a consistent, concerted effort over time to support and equip leaders for their important role in the Church.

Year I of the certification program seeks the following objectives:

1. To offer support to LEMs as leaders who work in strong leadership teams within parishes and, under the guidance of the pastor, implement the vision and pastoral strategies for *The Church Alive!* Participants will acquire new tools for effective collaboration, building organizational clarity, healthy operational culture, and cohesive teams for parish vibrancy.
2. To lead participants to a renewed appreciation of lay ecclesial ministry, as presented in Magisterial documents concerning the co-responsibility of the laity in the Church as well as the theological meaning of leadership within the Church. To this end, this collaborative will present to our LEMs a strengths-based approach to leadership that focuses upon leading from natural gifts, acquired abilities and personal charisms. This approach requires leaders who reverence and empower the uniqueness of each member of Christ's body.
3. To inspire and orient LEMs to the importance of ongoing leadership development. At the conclusion of this collaborative, the aim is to inspire personal commitment to ongoing formation and professional development as leaders for the *Church Alive!* Participants will also have an understanding of the services and support the Secretariat for Leadership Development and Evangelization will provide going forward.
4. To explore with LEMs the effective approaches and practices of the New Evangelization, already bearing fruit throughout the Church, especially the work of calling forth, forming and sending out disciples who are on mission. Participants will grasp the role of parish leadership in creating and sustaining a culture of missionary discipleship in our parishes.

Year II of the certification program seeks the following objectives:

1. Integration of the four dimensions of formation (human, intellectual, spiritual, pastoral): ability to integrate coursework, formal education, and experience with the practice of a particular ministry in a parish or institutional setting;

2. Ministerial growth: ability to identify areas of necessary growth as lay ministers, develop goals related to these areas, and work toward them with ongoing supervisory and advisor feedback;
3. Critical thinking: ability to align goals to their parish/institution setting and make prudent assessments and judgements between theory and practice through engagement with a mentor from one's area of ministry and a parish/institution supervisor;
4. Theological reflection: ability to learn and apply the art of theological reflection to their fieldwork and ministry.

YEAR I: LEADERSHIP WITH THE HEART OF CHRIST

Year I of the Certification Program is designed to be a nexus of human, intellectual, ministerial and spiritual formation. It provides an environment where integrated and ongoing formation can occur, and become embedded in the lives of leaders. During Year I, LEMs gain new leadership and transition management tools, are renewed in their ministry, discover new ways to build up parish teams under the guidance of the pastor, and have the opportunity to share their experience and hear from other LEMs throughout the diocese.

Session 1:

Lay Ecclesial Ministry: Being a Lay Leader with the Heart of Christ

The purpose of this session is to introduce participants to the topic of lay leadership in the Church according to *Co-Workers in the Vineyard of the Lord*.

Session 2:

Integral Formation: How to Grow in Holiness and Effectiveness

The purpose of this session is to help participants understand the nature and purpose of ongoing, integral formation.

Session 3:

Shifting the Leadership Paradigm: Leaning into Your Strengths

The purpose of this session is to introduce participants to a strength and gift-based approach to leadership, which shifts the leadership paradigm from a focus on structure and function to a focus on building capacity in the leader around their personal "DNA" (strengths and gifts), values, and energy.

Session 4:

Understanding Our Context: Proclaiming the Gospel in the 21st Century

The purpose of this session is to assist participants in their growing awareness of our cultural context and the challenges it presents to ministry. Time will also be devoted to effective strategies for engaging people who are deeply influenced by the secular culture.

Session 5:

Ministry and Communication

The purpose of this session is to explore both the impact and the potential uses of media and communication strategies in our ministries, especially as these pertain to networking, collaborating, learning opportunities or evangelization and faith formation.

Session 6:

The Great Commission: Making Disciples and the New Evangelization

The purpose of this session is to explore the recent emphasis that is being placed on discipleship and disciple-making throughout the Church.

Session 7:

Spiritual Gifts and Roles: Acknowledging the Gifts of Christ's Body

The purpose of this session is to dig deeper into gift-based leadership and learn strategies for identifying, calling forth and deploying the gifts of the parish community for the mission of Jesus Christ.

Session 8:

Spiritual Multiplication: Raising Up New Leaders

The purpose of this session is to present participants with the principles and practices of multiplication. Focus will be given to the idea that successful ministries depend upon managing leadership succession and focusing on the few who will serve the many.

Session 9:

Welcoming the Stranger: The Ministry of Hospitality

The purpose of this session is to introduce participants to the theology and practice of hospitality. This session will explore ways to make our parishes and homes more welcoming and attractive to outsiders, those who are not like us or those estranged from the church.

Session 10:**Building Bridges: Ministering to People who are Grieving Loss**

The purpose of this session is to provide a framework for ministering to people suffering from deep loss and significant change in their lives.

Session 11:**Healing Conflict: Ministering to the Angry and Wounded**

The purpose of this session is to introduce participants to a framework for leading others through a process of conflict resolution and healing. How do we deal with resistance and anger among our parishioners, especially those who are angry with the church?

Session 12:**Sanctifying the World: Going Forth**

The purpose of this session is to explore the Second Vatican Council's teaching on the role of the laity in sanctifying the world. In support of this vision is the parish's role of "equipping the saints for ministry" out in the world.

YEAR II: PARISH MINISTRY & EVANGELIZATION

Year II of the Institute's Leadership and Evangelization Formation Program cultivates in LEMs a commitment to ongoing professional development in their respective areas of ministry. Through small cohorts, fieldwork and mentoring, human and spiritual formation meetings, and professional coaching, LEMs have the opportunity to integrate the four areas of formation within the practical context of their ministry work. The primary components of Year II are Coursework and Formation, outlined in the pages that follow. More information about each component can be found in the *Coursework Guide* and the *Formation Guide*, respectively.

COURSEWORK

Coursework includes plenary sessions and a ministry specific course, for a total of 36 hours of instruction.

Plenary Sessions

The theme of the coursework for Year II is evangelization in the context of parish ministry. The primary purpose of the one-hour plenary sessions is to address topics common to all lay ecclesial ministry roles that pertain to various aspects of evangelization. The mission of the Church is shared by not only all leaders in the Church but also by all the baptized. Most of the sessions will explore practical approaches for integrating the work of evangelization across the whole of parish life.

Session 1:

Lay Ecclesial Ministry & the Theology of Work

This topic will provide an overview of the Church's theology of ministry and of work, exploring how lay ministry is not just a job, but also not a primary vocation either. Work has inherent dignity for the person doing it; however, we must always direct the work of ministry to the mission of the Church, which is to make disciples of Jesus Christ. This session will provide a theological foundation for the work of lay ecclesial ministry.

Session 2:

Ministry, Ethics, and Law: Seeking the Common Good of the Church

This topic will explore the ecclesial and civil law contexts for the work of lay ministry. Certain ethical requirements ensure that we attain the common good of the Church, yet we must also uphold ethical norms in a pastoral and charitable manner.

Session 3:

The Catechumenal Model & the RCIA: A Developmental Growth Model for All Ministry

The Church teaches that the RCIA is the model for all ministry in the Church. This session will explore the basic structure and theology of the RCIA and why it is essential for the formation of the faithful as disciples of Jesus Christ. The subsequent eight sessions will unpack different aspects of the catechumenal model of ministry, especially for adults.

Session 4:

Hospitality & Welcome: Building Trust

Welcoming those who do not seem to fit in is an important point of concern for all our parishes. Many reasons account for the distance people experience from the Church. This session will explore the importance of creating a welcoming environment for people of all backgrounds and personal histories. No one should feel unwelcomed at a Catholic Church.

Session 5:

Catholic Social Teaching & Ministry at the Peripheries

The Church's social doctrine is an essential aspect of the Church's witness to the world and the work of evangelization. This session will explore the central importance for parishes to serve the needs of the "least among us." The works of mercy and advocacy for the marginalized is an essential goal of the Church's mission.

Session 6:

***Lumen gentium* & the Nature of the Church; The Parish as a School of Missionary Discipleship**

The Church's deepest identity is her mission of salvation. The laity have a special role to play in this work. This session will explore the laity's universal call to holiness and the importance of every member of the Church participating in her mission in the world.

Session 7:

The Art of Relational Ministry; The *Ignite!* Method: How to Awaken Spiritual Hunger

Jesus had a unique way of drawing people to himself, investing in them, and then sending them out on mission. This session will go into detail about how Jesus used relationships to attract followers. This session will also unpack the diocesan *Ignite!* method for the School of Missionary Discipleship as a way to implement Jesus' approach to disciple-making.

Session 8:

Discipleship Groups: Transformation through Fellowship

The Christian life is impossible to live out alone; it must be lived and experienced in the context of true community. This session will explore practical strategies for starting and sustaining small group ministry at the parish.

Session 9:

The *On Fire!* Method: Cultivating Maturity in the Faith

The second method presented within the diocesan School of Missionary Discipleship initiative is a six-month deep dive into the spiritual life for groups of twelve individuals. This session will explore the importance of helping parishioners grow in their spiritual life, especially through prayer and the discernment of gifts.

Session 10:

The *Equip!* Method: Recruiting, Training, and Mentoring Your Volunteers

The only way to encourage spiritual multiplication and increase engagement of parishioners is through an effective means of attracting motivated volunteers, mentoring them, and providing the needed training for their particular area of service. This session will review the *Equip!* tracks the diocese will provide for motivated lay volunteer leaders.

Session 11:

Sacramental Moments: Rites & the Formation of Missionary Disciples

The celebration of the sacraments is a privileged place to engage parishioners with the message of the Gospel and to show how much the Church truly cares for them. This session will explore the importance of utilizing the sacramental rites of the Church as a supreme opportunity to form our people more deeply in the faith.

Session 12:

Program Development & Improvement Science

On a practical level, the development of effective programs for ministry is not always easy. This session will introduce some valuable principles and methods for the development of new programs and the improvement of already existing ones.

Ministry Specific Tracks

Catholic School Principal Course

Principals will explore a number of areas meant to enhance their ability to be the spiritual leader of a Catholic school. Through human, intellectual, pastoral, and spiritual formation students will delve into topics such as: spiritual maturation; how to integrate faith and reason across the curriculum; how to hire for mission; how to evangelize parents; and how to identify and grow in your own spiritual life. These classes will provide opportunities for mentorship to help flesh out the topics discussed in class and to work on growth in areas where growth is desired.

Campus Ministry and Youth Ministry Course

Adolescence, the years from childhood to adulthood, may be roughly divided into three stages: early adolescence, generally ten to fourteen; middle adolescence, ages fifteen to seventeen; and late adolescence, ages eighteen to twenty-four. This course aims to inspire and develop leaders for youth and campus ministry by engaging in advocacy, structural and programmatic development, providing training opportunities, coaching, and playing a supporting role to ministry programs and their ministers "equipping the holy ones for the work of ministry, for building up the body of Christ" Ephesians 4:12. This will be accomplished by facilitating a shift from

Youth/Campus Minister to Youth/Campus Ministry Leader, from youth groups to youth groupings, from Lone Rangers to teams who take a collaborative aim.

Adult, Marriage and Family Ministries Course

The course for Directors of Adult, Marriage and Family Ministries helps these leaders build thriving programs and foster faith formation for adults, couples, and families. Each session of this course will unpack the theological, educational, and practical foundations for the effective pastoral care of families. Special topics include adult faith formation, ministry to families at life cycles; pre-marriage ministry; marriage mentoring; marriage ministries; theology of the body; building a culture of life and love in the home and parish. Other foundational topics covered are the pedagogy of God; the catechumenal model; ethics, diocesan policy, law; as well as church teaching on this area of ministry.

Diocesan Pastoral Staff Course

Diocesan Directors who have responsibility for a Lay Ecclesial Ministry group(s) will explore a number of areas meant to enhance their ability to be a formative leader for that ministry group. Through human, intellectual, pastoral, and spiritual formation the Lay Ecclesial Ministers (LEMs) they help form will delve into topics such as: evangelization and discipleship, spiritual maturity and discernment, networking, and particular skills and issues for their ministry. These classes will provide the diocesan director with opportunities to grow in their own skills for consultation, casting vision, aligning gifts and strengths to ministry, providing training and resources, prayer and spiritual growth, advocacy, curriculum writing, supervision and evaluation, conflict resolution, and transition.

Evangelization Course

This course will provide Directors of Evangelization and other Lay Ecclesial Ministers charged with overseeing evangelization efforts at the parish or institutional level with the foundational training required for successful ministry in the new evangelization. Students will learn how to evaluate and organize awakening experiences and all other aspects related to running the Ignite! process through the School of Missionary Discipleship. They will also learn how to evaluate and plan hospitality and outreach initiatives in relation to the Sunday Experience and other moments where the parish

intersects with the larger community (i.e., sacraments, funerals, service projects, etc.). Participants will also learn the fundamentals of disciple-making and the strategies for spiritual multiplication through the development and sending of disciple-leaders into the community and small group ministry.

Faith Formation Course

The course will help Directors of Religious Education build thriving faith formation programs for parishes. Each session will unpack the spiritual, theological, educational, and practical foundations for effective ministry in the area of faith formation. Other topics include child safety and well-being; program development and administration; child formation; curriculum, instruction and catechetical models; sacramental preparation; teacher formation; and family and community engagement. Foundational topics are the pedagogy of God; the catechumenal model; ethics, diocesan policy, law; as well as church teaching on the ministry of catechesis.

Music Ministry Course

Directors of Music Ministries will explore a number of areas meant to enhance their ability to be the leaders of music ministries in their parish. Through human, intellectual, pastoral, and spiritual formation directors of music ministries will delve into topics such as: the Church's Liturgy and music documents; liturgical music planning and resources; administration of a parish music ministry program; history of Church Music in the Diocese of Pittsburgh; the relationship between music and prayer; the difference between performance and participatory music with the worshipping community; and aligning one's gifts and strengths with ministry. Given the diversity of background among Directors of Music Ministries, topics will also be tailored to the specific needs of the individual. Some examples of practical topics a particular musician might find helpful are: conducting choirs, working with ensemble musicians, Gregorian chant resources, contemporary music resources, cantor training.

Pastoral Care and Social Outreach Course

Directors of Pastoral Care and Social Outreach are responsible for the oversight of all outreach ministries of the parish related to basic human and spiritual needs. This

course will provide these leaders with a foundation in Catholic social teaching and strategies for helping parishioners get more involved in fulfilling the spiritual and corporal works of mercy. Students will be introduced to a variety of social service organizations (Auberle, Catholic Charities, CRS, etc.), especially those sponsored and supported by the Diocese of Pittsburgh so as to build greater partnerships and collaboration between our parishes and these social service agencies. Other outside social agencies will also be introduced. The course will introduce students to a number of ministry specific topics: cultural diversity and awareness; pastoral care of persons with special needs; the pro-life movement; social issue awareness and advocacy; pastoral care of the sick and dying, health-care directives, etc.

Spiritual Formation Course

Directors of Spiritual Formation are responsible for the organization of various opportunities for parishioners to grow spiritually in their relationship with the Lord. This course will help Directors of Spiritual Formation develop skills in the area of organizing opportunities for the spiritual growth of parishioners, including Eucharistic adoration; small discipleship ministry; prayer opportunities such as the Liturgy of the Hours and *lectio divina*; spiritual retreats; and group spiritual direction. Topics include: the spiritual life, forms of prayer, spiritual discernment and accompaniment, sin and grace, the discernment of gifts and charism, sacramental spirituality. Those functioning in this ministry area might be invited to pursue a certificate in Spiritual Direction in addition to their certification requirements.

Liturgy and Worship Course

While the Bishop is the chief liturgist of his diocese, he appoints pastors to care for the liturgical life of his people. In collaboration with the pastor, a competent Director of Worship provides leadership in the preparation, execution, and celebration of all parish liturgies. In order to perform these duties with a sense of the sacred and of ritual, the course for the Director of Worship has multiple components. It begins with an overview of the history of Eucharistic Theology. There will be reflection on liturgical spirituality, liturgical ministry and the liturgical year. Consideration will be given to each of the six sacraments celebrated on the parish level as well as the rituals that are part of the Rite of Christian Initiation of Adults. Attention will be given to the Order of Christian Funerals. Participants will also deepen their knowledge of the

relationship between liturgy and the new evangelization. Finally, participants will focus on the volunteer liturgical ministers and how to recruit, offer formation programs and coordinate these ministries.

Master Catechesis Course

This course helps Master Catechists create spiritually and theologically enriching catechetical courses for adult member of the parish and will equip these leaders to serve as mentors in the formation and certification of our volunteer catechists. Each session will unpack the spiritual, theological, educational, and practical foundations for effective catechetical ministry. Special topics include an in-depth look at curriculum, instruction and catechetical models; the developmental growth of disciples; prayer in the Catholic tradition; and stages of spiritual development. Other important topics are child formation; sacramental preparation; and teacher formation. Foundational topics are the pedagogy of God; and the catechumenal model; ethics, diocesan policy, law; as well as church teaching on the ministry of catechesis. Depending on the number of enrolled students, this course may be combined with the course for Directors of Religious Education.

Parish Business Management Course

Parish business managers face an ever changing list of responsibilities as they fulfill their role in supporting the pastor and the parish leadership team. This course will help Business Managers acquire advanced knowledge of the workings of pastoral and finance councils, canon law, diocesan policy, human resources and hiring, team management and organization. The course will cultivate a greater degree of confidence in the proper stewarding of parish resources for mission. This course also provides parish business managers with an opportunity to learn more about grants and endowments, with a particular emphasis on how to use parish resources to expand ministry and outreach.

Pastoral Ministry/Administration Course

Parish pastoral associates are charged with the responsibility of extending pastoral care in the parish and wider community. This course will provide these leaders with advanced knowledge of the workings of pastoral and finance councils, canon law, and team management and organization. Students will acquire the skill to provide

organizational oversight of all areas of parish ministry and outreach, to resolve conflicts, and to provide requested resources and support for effective ministry within the parish. This course also provides pastoral associates with an opportunity to examine the principals of Catholic Social Teaching and appropriate vetting practices to use when engaging with outside institutions to provide services to the community.

Pastoral Health Care Ministry Course

The Pastoral Health Care Minister provides spiritual support and guidance to hospital patients, their families and loved ones and also for the hospital staff. The ministry requires the ability to listen and give comfort along with tremendous tact and empathy. This course will include topics such as: human dignity; psychological, sociological, spiritual and emotional dimensions and principles of chaplaincy; understanding and promoting ethics, the principles of evangelization, and attending to diversity. Practical skills such as triage and management of crisis in the practice of spiritual care; development, coordination and facilitation of public worship; facilitation of theological and spiritual reflection; group dynamics; and the formulation and utilization of spiritual assessments, interventions, outcomes and care plans will also be addressed.

Youth Ministry Course

See Campus Minister and Youth Ministry Leader Course, above.

FORMATION

The purpose of integral formation is to build the capacity to be effective in ministry. The LEM's Professional Development Plan will include goal setting, fieldwork and supervision, mentoring, and one-on-one work with a Human Formation Advisor and Spiritual Formation Advisor.

Professional Development Plan

Each LEM enrolled in Year II will set goals for their professional development. In collaboration with the Institute's faculty, LEMs will:

- Gain insights into their strengths, work styles, personal motivations and charisms in order to discern areas for growth in the development of professional competencies.
- Reflect on, assess and evaluate their professional practice, while mapping out next steps on a continuum of leadership development.
- Create a structure to self-assess in the development of core capacities of lay ecclesial leadership.

In order to accomplish this growth, LEMs enrolled in Year II will participate in twelve (12) monthly one-on-one formation sessions. Four (4) sessions will be with an experienced LEM mentor. Four (4) sessions will be with a Spiritual Formation Advisor, and four (4) sessions will be with a Human Formation Advisor. Meetings with each will happen on a rotating basis.

The relationship between mentor or coaches and new LEMs is called a "purposeful partnership". This component of ongoing development involves finding seasoned leaders to establish a relationship with emerging talent in ministry. Because mentor and coaching relationships are dynamic and ongoing, these partnerships can often bear more fruit in forming disciple-leaders than classroom courses.

Coaching

A coach partners with a person in a thought-provoking, and creative process that inspires them to maximize their untapped potential. The key is honoring the person

as expert in his or her life and work believing the person is creative, resourceful and whole. The coach's responsibility is to discover, clarify, and align with what the LEM wants to achieve as personal goals in their work. Coaching is available and will begin in Year I. Coaches will be:

- Catholic, professionally trained, vetted by Secretariat for Leadership Development and Evangelization, and willing to support the goals and direction of the Institute for Pastoral Leadership.
- Deployed from the coaching network established by the Secretariat for Leadership Development and Evangelization to work with clergy, deacons and LEMs.

Mentoring

Each LEM is assigned a mentor who will work closely with them in their fieldwork to facilitate growth in competency and skillful excellence. Mentors have experience or knowledge in a particular field and transfer that wisdom, information, experience, confidence, insight and status to a mentee in order to facilitate their development and capacity for effective ministry. Mentors will be:

- A experienced LEM or a retired LEM
- Trained by the Institute for Pastoral Leadership
- A mentor to no more than 5 mentees at once
- Charged with working closely with their mentee(s) in their fieldwork project

Human & Spiritual Formation

Each LEM has opportunities to meet with a Human Formation Advisor and a Spiritual Formation Advisor. Human Formation includes guidance in the following areas: self-awareness, interaction with others, health and stress management in ministry, growth in virtue, knowledge of personal gifts and charisms, areas for personal growth, and handling evaluative input from others. Spiritual Formation includes opportunities for retreats and spiritual discernment/direction and guidance in the following areas: their relationship with Christ, formation through Scripture, and prayer and liturgy.

Spiritual Formation

Spiritual formation aims to arouse and animate true hunger for holiness, desire for union with the Father through Christ in the Spirit, daily growing in love of God and neighbor in life and ministry, and the practices of prayer and spirituality that foster these attitudes and dispositions. It promotes and strengthens that fundamental conversion that places God, and not oneself, at the center of one's life. Openness to this ongoing conversion is a prerequisite for fruitful spiritual formation.

A personal experience in and through the Church of the love of the Father in Christ and through his Spirit is foundational for all ministry, as it is for true discipleship. If ministry does not flow from a personal encounter and ongoing relationship with the Lord, then no matter how "accomplished" it may be in its methods and activities, that ministry will lack the vital soul and source needed to bear lasting fruit. Nothing can substitute for this true conversion and personal encounter with Christ (*Co-Workers in the Vineyard*, pg. 38).

The Spiritual Formation Advisor assists the LEM personally and in their ministry role with such topics as:

- Living in union with Christ
- Spiritual formation built on the Word of God
- Spiritual formation built on the sacraments, especially the Eucharist
- An incarnational spirituality of presence, and a paschal spirituality of loving service
- An awareness of sin
- A spirituality for suffering
- A Marian spirituality
- Love for the Church
- An ecumenical spirit
- Daily prayer and spiritual practices
- Faith sharing and theological reflection

Human Formation

Human Formation seeks to develop the lay ecclesial minister's human qualities and character, fostering a healthy and well-balanced personality, for the sake of both personal growth and ministerial service (*Co-Workers in the Vineyard of the Lord*, pg 36).

The Human Formation Advisor assists the LEM personally and in their ministry role with topics such as:

- Applying their strengths and gifts in the work of their ministry and developing others to do the same;
- Recognizing traits and abilities one lacks (non-patterns or blind spots) and knowing when to defer certain tasks to colleagues and constituents with complimentary gifts in a spirit of collaboration;
- Cultivating the ability to grow from praise and criticism;
- Cultivating virtues such as charity, humility, compassion, initiative, vision, energy, hospitality, Christian joy, and apostolic patience;
- Setting appropriate boundaries and navigating parish culture;
- Maintaining balance with physical and psychological health.
- Cultivating practices of good communication and collaboration with a supervisor and ministry team
- Applying the leadership skills learned in Year I

Fieldwork and Capstone Project Report

All LEM's in Year II will prepare, organize and deliver a parish-based Fieldwork Project under the pastor's supervision. The project is to align with the pastor's vision for the parish and be carried out within the context of the LEM's ministry work at the parish or institution where they serve. The project is to bring together all that the LEM is learning and applying through the certification program. At the conclusion of the fieldwork, the LEM completes a Capstone Project Report that demonstrates the integration of the four areas of formation.

Ongoing Formation

A goal of the Institute for Pastoral Leadership is to create a culture of support so that its investment in a LEM's formation bears fruit in and through his or her commitment

to professional development and ongoing ministry. Our desire is not only to form and support LEMs but also to inspire LEMs to see themselves as leaders and disciple-makers who are capable of equipping parishioners to serve in their parish and in the larger community. As a requirement for remaining certified, LEMs are required to complete ten (10) hours of ongoing formation sponsored by the Institute for Pastoral Leadership/Secretariat for Leadership Development and Evangelization, plus six (6) hours of enrichment of their own choosing (with approval of the Institute), annually.

Additionally, the Institute recommends that each LEM

- Continue mentoring for the first 5-7 years of service with a mentor of their choice from the Institute's approved list.
- Continue professional and personal coaching/human formation with a coach and mentor of their choice from the Institute's approved list.
- Continue spiritual formation.

With the approval of the Institute, additional formation, mentoring, and coaching sessions count toward the six hours of enrichment of a LEM's own choosing for continuing education.

Every year the *Institute for Pastoral Leadership* will offer a variety of courses for *Ongoing Formation* on a trimester basis.

Secondary Certifications

With the approval of the Institute, an individual can seek certification in secondary areas of ministry.

II. POLICIES OF THE INSTITUTE FOR PASTORAL LEADERSHIP

Nondiscrimination Policy

Please See the diocesan Code of Pastoral Conduct

Eligibility

To enroll in the Institute for Pastoral Leadership, an individual must be hired and employed in a lay ecclesial role at a parish or within a diocesan institution. Enrollment also requires the sponsorship of the Pastor or diocesan supervisor. The application includes a template for a letter of sponsorship that must be signed and submitted by the Pastor or diocesan supervisor.

No individual may enroll in the Institute without completion of all safe environment clearances and hiring documentation.

Release Time

The courses of the certification program will take place during working hours. Pastors and diocesan supervisors are asked to grant paid release time to their employees who are enrolled in the certificate program.

Admissions Process

The Institute for Pastoral Leadership processes applications year-round. Each year of formation begins in mid-September and ends in early-August. Once an applicant has completed the online application and supplied all required documentation, a phone interview is scheduled. After a successful phone interview, the complete application is reviewed by the Institute faculty. Decisions are typically given within 2 weeks of the interview.

Openness to Formation

The demands of effective leadership within diocesan work require the full participation of every Lay Ecclesial Minister in the work of ongoing formation and learning. Students are required to cooperate fully with every aspect of the formation

program, including human and spiritual formation, as well as the mentorship program. Failure to do so may result in dismissal from the program.

Completion of Certificate

The certification program is two years in length. Each year is a stand-alone and must be completed in its entirety for certification. One can take up to three years off between year one and year two. Once the program is begun it must be completed within five years. Students must complete any requirements of the program in a timely manner. Ordinarily, a student may not miss more than two sessions each year of the program. All missed sessions must be made up according to the requirements of the individual instructor. All students are required to attend the opening retreat of each year. If any session must be missed for a serious reason, such as a family emergency or a pastoral crises or duty (i.e. a funeral), the course instructor is to be informed of the requested absence.

Intellectual Integrity

All work submitted by students in fulfillment of a course or practicum must be the student's original work. Students will not submit their own work for multiple purposes (in identical or similar form) without receiving explicit and prior consent from each instructor involved. Students will not copy or paraphrase without proper acknowledgment in conformity to proper academic standards. All cases of suspected cheating or plagiarism are adjudicated by the Institute's faculty. The normal penalty for cheating or plagiarism is failure of the course for which the work was submitted. The normal penalty for a repeat offence is expulsion from the program.

Personal Comportment

Students at the Institute are expected to uphold the highest standard of behavior in dress and comportment. The standard of personal comportment shall be understood as that proposed by Catholic moral teaching. That standard not only must be observed at the Institute, but also extends to all public and private behavior. The student of the Institute should regard himself or herself as an ambassador of both the Church and the Institute for Pastoral Leadership in all settings, and act as a witness to Christ. Serious departures from this standard may be cause for dismissal from the certificate program and possibly loss of employment.

Disciplinary Measures

Any actions seriously inconsistent with Catholic moral teaching and/or harmful to self or others may result in disciplinary action. Cases will be referred to the President and sponsoring supervisor. This could result in a warning, probation, suspension, or dismissal from the program. Appeals can be made to the Bishop.

Sexual Assault and Harassment Policy

Please see the diocesan Code of Pastoral Conduct

Student Complaints or Concerns

Student complaints address general concerns or personal matters not serious in nature. Student complaints should be presented in person or in writing to the Institute President. Complaints will be addressed by the President or one of the Institute staff depending on the nature of the complaint. Every effort will be made to respond to the complaint in a timely manner. If the complaint has not been addressed to the satisfaction of the student, it may be appealed to the President. Students may expect an initial reply acknowledging receipt of their complaint followed by a substantive response within 30 days of their submission.

Grievances

Student complaints of a serious nature pertaining to the completion of the certification program only should be addressed in writing as grievances to the President of the Institute for Pastoral Leadership. If the matter cannot be resolved, the grievance will be referred to the grievance policy of the diocesan Code of Pastoral Conduct.

Alcohol and Drug Policy

Please see the diocesan Code of Pastoral Conduct.

Disability Services

The Institute for Pastoral Leadership is committed to meeting all reasonable formation needs to provide equal access for those with disabilities, in accord with

the Americans with Disabilities Act. Requests for accommodation must be submitted one month prior to the start of courses.

Course Attendance

Constant and punctual attendance is the norm and an indication of both charity and the professional comportment appropriate to one who intends to work in the Church. Students are expected to arrive at class and be seated prior to the established starting time for the collaborative. Repeated absence and tardiness may affect completion of the certification process, at the President's discretion.

III. MINISTRY PROFILES

This section includes ministry profiles for each LEM position. Each profile casts a vision for exercising this role in the Diocese of Pittsburgh, along with role-defining responsibilities, qualities, and competencies. The profiles are not meant to be exhaustive; rather, they highlight the essential elements of each role. Lay Ecclesial Ministers, in collaboration with their pastors, fellow staff members, and pastoral councils will determine the precise focus of the position based on the needs of the parishioners and community.

For the purpose of consistency, the Diocese of Pittsburgh designates official LEM categories. LEMs can only be hired according to one of the official titles below, and are certified, commissioned, and authorized according to this title. Within the context of the parish, however, pastors are permitted to give a LEM a creative title that suits the needs of the parish. If one individual is responsible for multiple areas of ministry in a parish, their position title will reflect their primary role.

Page 33	Catholic School Principal (Elementary and Secondary)
Page 37	Campus Minister
Page 43	Director of Adult, Marriage and Family Ministries
Page 50	Director, Diocesan Pastoral Staff (directors for Lay Ecclesial Ministries)
Page 54	Director of Evangelization
Page 59	Director of Faith Formation
Page 66	Director of Music Ministries
Page 70	Director of Pastoral Care and Social Outreach
Page 75	Director of Spiritual Formation
Page 79	Director of Worship
Page 84	Master Catechist
Page 90	Pastoral Associate
Page 95	Parish Business Manager
Page 101	Pastoral Health Care Minister
Page 108	Youth Ministry Leader

CATHOLIC SCHOOL PRINCIPAL (ELEMENTARY AND SECONDARY)

Vision

The Principal of a Catholic school is a leader that helps to create a learning environment focused on Gospel values, personal growth in Christian virtue, and academic excellence.

Responsibilities and Tasks

The Principal's primary responsibilities and tasks include:

Worship

- Collaborates with other appropriate members of the staff to assure quality prayer and liturgical celebration opportunities for the school community.

Faith Formation

- Provides in-service opportunities in spiritual and educational development for the staff.
- Directs, supervises, evaluates and improves all areas of the curriculum in the integration of the Catholic faith across all subject areas.
- Provides staff development for the faculty in the areas of spiritual development, discipleship, evangelization, and Christian service.

Pastoral Services

- Encourages interaction between and among faculty, staff and students by encouraging a climate conducive to the development of spiritual, personal and professional growth.
- Collaborates with parish and/or diocesan personnel in planning and implementing programs for an integrated approach to religious education.
- Communicates effectively with the sponsoring Pastors, the Department for Catholic Schools, Department for Marriage, Family and Youth Ministries, advisory or school board, parish personnel, parents, faculty, students, and civic community as appropriate.
- Establishes a public relations committee to market the school.

- Establishes positive relationships with the civic community by encouraging school participation in local programs.

Administration

- Observes and evaluates teaching personnel.
- Consults with the Pastor(s), advisory or school board, parents and faculty in determining policies which are consistent with the regulations of the Department for Catholic Schools and the Secretariat for Leadership Development and Evangelization;
- Maintains close cooperation among those involved in the governance of the school.
- Appoints an Assistant Principal when the enrollment of the school and complexity of its programs warrant it.
- Articulates the philosophy and objectives of Catholic education as stated in the teachings of the Church and by the diocesan bishop.
- Monitors the acquisition of diocesan accreditation, religious certification and Pennsylvania Instruction II certification of teachers.
- Prepares and submits required reports for the diocesan School's Office, advisory or school board and Pastor as applicable.
- Oversees the maintenance and safety of school facilities.
- Supervises the implementation of a program for Catholic identity, the Middle States Accreditation process, and diocesan curriculum guidelines.
- Supervises and evaluates instruction according to diocesan policy.
- Plans and presents orientation for new teachers and paraprofessionals.
- Participates in the preparation of the annual school budget and submits it for approval.
- Assists in establishing the tuition policy for the school.
- Cooperates with fundraising projects for the school.
- Communicates with the local public school administration.
- Monitors recruitment and retention of students.
- Establishes and participates in the long range planning committee for the school.

Qualities

Effective functioning in this ministry requires a mature life of faith, a love of learning, and a missionary heart. An openness to differing opinions and views, especially concerning the Principal's role as administrator of curriculum, pedagogy, and educational policies as needed. The Principal should also relate well to children, adolescents, and adults, and have the ability to coordinate a staff of dedicated teachers to achieve mutually agreed-upon goals that advance the mission of the Church.

Competencies and Skills

- Understanding of the philosophy and theology of Catholic education, and the policies and programs which govern the Catholic school.
- As an instructional leader, understanding the patterns of growth in child and adolescent development and possessing a workable knowledge of learning theories.
- Proficiency in curriculum development.
- Knowledge of personal and interpersonal leadership styles.
- Understanding and appreciation of evaluation techniques for self and other personnel.
- Capacity for providing spiritual leadership and vision for the school

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:
- Since the Principal is the spiritual leader as well as academic leader, all Principals shall be practicing Catholics who have knowledge and understanding of the Catholic faith.
- All Principals shall have a minimum of five years of successful teaching, preferably in a Catholic school, a master's degree in administration, and certification in administration.
- All Principals shall be required to obtain Diocesan Accreditation or Preliminary Religious Certification (PRC).
- All Principals shall have a valid Pennsylvania Principal certificate.

- All Principals shall be certified as a Lay Ecclesial Minister within the Diocese of Pittsburgh.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director for Catholic School Mission and Identity
Catholic Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205
(412) 456-3112

CAMPUS MINISTER

Vision

The Director of Campus Ministry is responsible for the overall campus ministry program at public and private (non-Catholic) post-secondary institutions in the Roman Catholic Diocese of Pittsburgh. Recognizing the missionary mandate in the Church for the new evangelization, the Director for Campus Ministry understands that his or her ministry demands a threefold emphasis: 1) ministering and forming on campus Catholics who are already committed to the faith; 2) relational ministry to those who have never heard the proclamation of the Gospel before; relational ministry to those who are Catholic but have lost a living sense of the faith and commitment to discipleship in their lives. The US Bishops pastoral letter, *Empowered by the Spirit: Campus Ministry Faces the Future* and the document's six aspects of campus ministry provide the framework for comprehensive and intentional campus ministry in the diocese. In order to accomplish this work, the Director for Campus Ministry takes responsibility for his or her own personal and ministerial growth by participation in local diocesan programs of formation, especially those specifically tailored to this work by the diocesan office; the Pennsylvania Catholic Campus Ministry Association (PCCMA); the national Catholic Campus Ministry Association (CCMA); and other national organizations and conferences such as Fellowship of Catholic University Students (FOCUS), etc.

Responsibilities and Tasks

The Campus Minister's primary responsibilities and tasks include:

Worship

Ensures that sacramental life and prayer is available for students and staff. The Director of Campus Ministry is to collaborate with the assigned chaplain to schedule services for the campus ministry program. This includes:

- Arranging for sacred space where prayer and liturgy may be conducted in an appropriate manner.
- Recruiting liturgical ministers (i.e., lectors, musicians, acolytes, etc.) and liturgical items (banners, censor, icons, etc.) to enhance the liturgical prayer life of the community.

- Provides for the regular celebration of the sacraments of the Eucharist and Reconciliation at scheduled times so that students can work them into their schedules and increase the frequency of sacramental practice on campus.
- Ensures the Exposition of the Blessed Sacrament for adoration to students as a much as possible.
- Provides for other prayer services such as Liturgy of the Word, and Liturgy of the Hours where appropriate.
- Takes the Eucharist to the sick on campus when necessary.
- Provides materials for RCIA and making available an RCIA process for students who would like to become Catholic.

Faith Formation

- Organizes small group Bible studies and develops peer leadership Bible studies on campus.
- Schedules retreats for students on a regular basis.
- Arranges guest speakers on timely/current topics that integrate faith on campus.
- Implementing various catechetical programs for committed campus ministry leaders and students on scripture, faith and doctrine, the Church's moral teachings, Christian vocations and spirituality, while
- ensuring that quality Catholic literature, cd's, and online resources are available to share with students according to the three aspects of the New Evangelization.
- Hosts or provides access to an RCIA program for students and staff who desire to become fully initiated members of the Catholic Church.
- Provides regular evangelical and catechetical homilies that are relevant and timely, if the director is a priest or deacon.

Pastoral Services

- Organizes and provides opportunities for service among the community.
- Arranges for mission trips and alternative spring break service projects.
- Educates students about Catholic Social teaching (peace, justice, and human dignity).

- Gives guidance and advice, as is appropriate to his/her training and qualifications, for crisis situations, making proper referrals when necessary.
- Provides spiritual direction (if trained) and makes referrals when necessary.
- Gives support to students and their families in times of death, sickness or stress.
- Collaborates with college administration, faculty, and staff to meet student needs.
- Serves as an advocate with resident student life when a moral issue is presented.
- Recruits and trains student leaders for peer ministry to other students.
- Trains students in liturgical and catechetical roles to equip them as leaders in the parish after college.
- Recruits, trains, and sends student leaders to share the Gospel on campus through Bible studies, small groups, and one-on-one discipleship mentoring.

Administration

- Maintains a visible and consistent presence on campus.
- Practices the ministry of presence, scheduling time to simply be present and available to students. This can be done by sitting for a few hours in the common area of the campus during lunch time or other high activity periods throughout the day and at sporting events, etc.
- Maintains communication with any and all campus administration, faculty, and staff as related to campus ministry and Catholicism, in general.
- Engages in campus ministerial organizations.
- Serves as a resource to administration, faculty, and staff in relation to faith and religion, in general, and Catholicism, in particular.
- Prepares, administers, and monitors the campus ministry budget.
- Practices good stewardship in the administration of ministry resources.
- Ensures that publicity is adequate for all programming and services of the campus ministry program.
- Oversees the upkeep maintenance of the Newman Center facilities (if applicable).

- Conducts ongoing evaluation of programming and is responsible for the strategic plan of campus ministry on campus, in consultation with the diocesan office.
- Participates in diocesan campus ministry leadership development and programs, communicates regularly with diocesan campus ministry director, and participates in state and national campus ministry groups as available.

Qualities

The essential quality of a campus minister is authenticity. Living an authentically Christian life is absolutely fundamental to being an effective campus minister who evangelizes and teaches others how to live as a Christian.

Competencies and Skills

- Communication: the ability to communicate with students, administration, faculty, and staff in effective ways to bring ministry to life. These areas include:
 - Internet, social media, texting.
 - On campus fliers, newsletters/bulletins, email distribution lists
 - Campus Newspaper and other traditional media
 - Signage (if applicable)
- Hospitality: providing an environment of welcome and openness that draws others to campus ministry through a joy of the Gospel.
- Pastoral listening and attentiveness to others: emotional intelligence and perception in order to perceive what is happening and to correctly hear the voice of the other when speaking with others.
- Leadership and organizational skills.

Formation Training and Criteria for Readiness

- Is a practicing, believing, fully initiated member of the Catholic Church faithful to the magisterial teaching of the Catholic Church in all matters of faith and morals.
- Has a written recommendation of his or her pastor or religious superior (In the case of priest-directors, by appointment of the diocesan bishop).
- Possesses a bachelor's degree in theology, religious education, or a related field. A master's degree is preferred.

- Is certified by the Catholic Campus Ministry Association (or willing to do so) and, if a lay person, is recognized, or in the process of being recognized, as a lay ecclesial minister by the diocesan bishop.
- Participates in the USCCB sponsored Frank J. Lewis formation and orientation program for campus ministry leaders.
- Is willing and capable of living in accord with the Code of Ethics for Campus Ministers.

Educational Preparation

A Campus Minister is to have a bachelor's degree or higher in the area of theology or evangelization. Studies toward this degree include coursework in theology of mission, discipleship, and ministry, history and practical application of the Rite of Christian Initiation of Adults, scriptures, liturgy, and psychology. The director completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Evangelization Preparation

To function effectively, the Campus Minister must him or herself be evangelized. He or she needs experience in evangelizing others (i.e. in college and post college evangelization networks, at the parish or organizational level). He or she has training in analysis and understanding of the dynamics of religious alienation. Experience on a variety of levels, including youth and adults, is preferred.

Sacramental Preparation

The Campus Minister is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married or ordained is done so validly within the Church. If a member of a religious community, is a member in good standing.

Administrative Preparation

To function effectively, the Campus Minister needs administrative experience, ideally in the direction of some phase of parish evangelization, mission and discipleship or in some other administrative capacity that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries concerning this ministry should be directed to

Director for Adolescence and College Ministry
Catholic Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205
(412) 456-3112

DIRECTOR OF ADULT, MARRIAGE AND FAMILY MINISTRIES

Vision

The Director of Adult, Marriage, and Family Ministries develops and implements formation opportunities for all phases of adulthood: young adult, middle-aged and older adults. The director develops a strategy for implementing Pope Francis' apostolic exhortation *Amoris Laetitia* in concert with the wealth of Catholic teaching on marriage and family, especially the Theology of the Body. This person oversees pre-marriage and a marriage programs, Natural Family Planning and prolife resourcing, assistance or referrals for family/marriage counseling, ministry to the separated and divorced, those seeking an annulment, the widowed and aging, those struggling with sexual addictions, and those caring for a disabled/terminally ill family member. The director brings a family perspective to the programs and efforts of the parish faith community. He or she helps families become the domestic church and build a Catholic culture in their homes.

Responsibilities and Tasks

While the following tasks are particular to the Director of Adult, Marriage and Family Ministry, he or she may frequently collaborate in some of these regards with other LEM's especially the Director of Faith Formation, Director for Evangelization, Director of Pastoral Care and Social Outreach and Master Catechist, according to the needs and ministry-alignment of the parish.

Worship

- Offers opportunities to young adults, couples and families for learning about and experiencing the rich tradition of prayer in the Catholic faith.
- Assists the Director of Faith Formation in facilitating family liturgies and retreats.
- Promotes and coordinates women's and men's spirituality groups, Bible studies and days of reflection, according to the needs and interests of the parish.
- Provides opportunities for regular Eucharistic-adoration for personal growth in holiness, and to intercede for families, community, and for an end to

substance abuse, drug trafficking, domestic violence, gang violence, abortion and assisted suicide in the community.

- Works with the Director of Faith Formation and the School Principal to augment preparation for the sacraments to fully engage families in the four stages of the catechumenal model: pre-evangelization, evangelization, candidacy and mystagogy.

Faith Formation

- Provides speakers, catechetical opportunities, trips and other experiences for the purpose of exploring vocations and learning how to discern the will of God in one's life.
- Provides variety of catechetical opportunities which meet the interests and needs of young adults, and adults of all ages.
- Provides on-going formation on the Theology of the Body specified for individuals at various life-stages: singles, dating couples, the engaged and the married.
- Provides parish-based marriage preparation, modeled on the catechumenal format, to fully support couples as they discern marriage (pre-evangelization), enter into engagement (evangelization), approach their wedding (candidacy), and embark upon marriage after the wedding (mystagogy).
- Offers marriage mentoring for couples in the first several years of marriage.
- Provides enriching formation and relational activities for couples to support thriving relationships at every stage of marriage.
- Provides parenting classes for single parents and couples.
- Assists Directors of Faith Formation and Master Catechists in providing adult faith formation opportunities for parents while their children are being catechized.
- Designs initiatives to help families to create a Catholic culture in the home.
- Provides education regarding pornographic addiction.
- Promotes a culture of life by sponsoring pro-life speakers and makes available prolife resources on abortion, reproductive technology, bioethics, euthanasia and assisted suicide.
- Provides learning opportunities to young adult and married couples for introduction to NFP. Ensures that NFP classes are readily accessible to

engaged and married parishioners, and if possible offers NFP classes in the parish.

Formation and Support to Volunteer Marriage Ministers

Considering the range of individuals and needs which the Director of Adult, Marriage and Family Ministries must service, and recognizing that the objective of any work of evangelization is to create missionary disciples, it is imperative that this director builds a volunteer-base and strong leaders of ministry. These include but are not limited to:

- Young adult ministry leadership teams
- Leaders of spirituality groups
- Catechists for adult instruction
- Pre-marriage ministry team
- Marriage Mentors
- NFP promoters and instructors
- Baby sitters for parish events
- Ministers of hospitality to new families
- Various support group leaders
- Ministers in support of families caring for the disabled loved ones in the home
- Pro-life leadership committee
- Family event coordinators

Community-Building and Pastoral Services

- Promotes family-integrated ministry in the life of the parish with a view to increased evangelization and support at critical moments of life-cycles.
- Sponsors events which promote faith and fellowship among young adults, singles, couples, families and the elderly.
- Arranges baby-sitting programs to support parents attending activities in the parish.
- Provides assistance or referrals for couples in troubled marriages and for family counseling.
- Provides ministry to those who are separated, divorced and grieving the loss of a spouse
- Serves as an advocate for those seeking annulment.

- When appropriate, partners with local community initiatives (crisis pregnancy centers, adult day programs, in-home care agencies, etc.) to provide resources and extend service opportunities for family ministry.
- Advocates for the dignity of the human person at all stages of life.
- Promotes parish support for individuals facing crisis pregnancies.
- Partners new families in the parish with other families; facilitates programs of welcome.
- Establishes chastity-based support groups for those with pornographic addiction and same sex attraction.
- Promotes public relations both within and beyond the parish and is involved in ecumenical, regional, district and diocesan networks of professional peers.
- Supports the pastor and collaborates with parish staff and counsels for the promotion of the parish vision and mission.
- Is visibly present at parish events.

Program Development

- Develops a coordinated, engaging and dynamic approach toward faith formation for adults.
- Collaborates with adult/marriage/family leaders in formulating a statement of purpose for adult, marriage and family ministry.
- Continually researches new methods, insights and materials which would improve adult, marriage and family formation in the parish.
- Continually assesses the needs and preferences of the people of the parish and designs programs to meet these needs, and engages all stakeholders in the process.
- Undertakes ongoing evaluation in light of goals and objectives based on statement of purpose.
- Ensures that the programs which he/she oversees conform to the teaching of the Catholic Church and directives and discipline of the Holy See and the Diocese of Pittsburgh.

Administration

- Maintains regular communication with the pastor and under his supervision and with parish staff, integrates his or her own area of responsibility with the

pastoral plan of the parish

- Manages the budget for his/her programs in collaboration with the pastor or supervisor.
- Documents contact information and supports on-going communications of parishioners engaged in his/her programs.
- Facilitates scheduling and a calendar for the events of his/her programs
- Attends diocesan meetings and opportunities for formation, and maintains and implements diocesan communication, policies and reports pertaining to his/her field of ministry.
- Effectively utilizes technology in the service of evangelization and operations management.

Qualities

The Director of Adult, Marriage and Family Ministries builds a culture of support for family life. He or she is a great communicator with exemplary interpersonal skills. The director is able to help family members recognize their gifts and see how they can assist others by sharing their experience. A person of compassion, the director accompanies families in times of difficulty.

Competencies and Skills

- Has 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 director shall demonstrate a willingness to pursue continuing education.
- Is able to articulate Church's teaching on marriage, sexuality and bioethics in a manner that is unambiguous and pastorally sensitive.
- Understands the phases of adulthood: young adult, middle-aged, older adults.
- Is proficient in event planning, program management and growth, community-building, and mobilizing a volunteer-base.
- Recognizes when a referral is appropriate, and understands the referral process.
- Is a trained advocate for annulments, or willing to be trained.

- Is attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.

Formation, Training and Criteria for Readiness

Educational Preparation

The Director of Adult, Marriage and Family Ministries is to have Master's of theology degree in marriage and family or its equivalent (to be determined by the diocese). Studies preferably include theology, scripture, liturgy, morality, marriage, family, bioethics, Theology of the Body, psychology, and educational theory. He or she completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization. Training in the methods of Natural Family Planning is also required.

Catechetical Preparation

To function effectively, the Director of Adult, Marriage, and Family Ministries needs experience on a variety of levels, including working with children, youth, adults in all stages; working with families in crisis, with persons with disabilities, marriage preparation and marriage ministry. Catechetical and/or other ministry experience is required.

Sacramental Preparation

The Director of Adult, Marriage, and Family Ministries is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married or ordained is done so validly within the Church. If a religious, is a member in good standing.

Administrative Preparation

To function effectively, the Director of Adult, Marriage, and Family Ministries needs administrative experience, ideally in parish catechetics or in some other administrative capacity that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director, Office for Family Ministry and Faith Formation
Catholic Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205
(412) 456-3112

DIRECTOR, DIOCESAN PASTORAL STAFF (DIRECTORS FOR LAY ECCLESIAL MINISTRIES)

Vision

A Diocesan Director serves as the Bishop's representative/delegate in overseeing an area of ministry. He or she casts a vision for the ministry that is in concert with the teachings of the Church and at the same time both dynamic and life-giving. He or she is an intentional disciple who forms disciple leaders from the ministers served. The diocesan director is also the agent responsible for the implementation of diocesan policies and regulations related to the specific ministry, making those parameters both understandable and achievable for those served. The Diocesan Director also serves as a faculty member of the Institute for Pastoral Ministry and is responsible for the formation of their constituents out in the parishes.

Responsibilities and Tasks

The Diocesan Director's primary responsibilities and tasks include:

Worship

- Spends time in prayer regarding their ministry and those they serve.
- Provides opportunities for their constituents to be evangelized and in turn evangelizes others.
- Provides spiritual opportunities for their constituents.

Ministry Formation

- Casts vision for the ministry by advocating and providing training and resources for the specific ministry for which he or she is responsible.
- Partners with the diocesan ministry formation program and certification process and provides content for year two curriculum for their ministry of responsibility for the Institute for Pastoral Leadership. Works with ministry candidates individually or in small groups.
- Provides a variety of ongoing training opportunities for their ministry groups especially in the area of skills and issues.

Pastoral Services

- Provides support for parishes wanting to develop their ministry programs. Support consists of consultation, supporting the pastor's role, identifying or providing resources, team training, networking parishes in the region and providing resources and assistance in hiring parish ministers (LEMs and associate ministers).
- Networks with other appropriate diocesan offices with whom ministry is shared: evangelization, faith formation, marriage and family ministry, Catholic regional elementary and high schools, youth and young adult ministry, campus ministry, Pastoral Care and Social Outreach, pastoral ministry and business management.
- Encourages participation at regional and national levels (NFCYM, NCYAMA, NALM, NCCL, NCEA, NACFLM, USCCB as applicable) where their constituents can network with their colleagues and actively contribute to shaping the direction of their ministry.

Administration

- Responds to difficulties in parish ministry programs, providing consultation and possible resolution.
- Participates in the annual planning process for ministry, providing input into annual reports and manages the implementation of goals and objectives.
- Provides input into the annual operating budget for the division.
- Supervises the office staff and conducts periodic performance appraisal.
- Maintains good communication with other ministering offices, the Institute for Pastoral Leadership, Secretariat members and other Secretariats.

Qualities

The Diocesan Director must be faithful and faith-filled. He or she is attentive to not only their LEMs professional skills but is passionate about developing their human, spiritual and pastoral skills in order to succeed and excel in ministry. The director is insightful regarding the ministry and the ministers he or she serves and is dedicated to assisting each of their ministers to discover their own gifts and strengths and align these to their ministry so each can thrive and in turn equip others.

Competencies and Skills

- Has strong supervisory and training skills with staff and ministers (LEMs) served.
- Exhibits strong written and verbal communication skills.
- Is adept at assisting pastors, principals, parish directors of ministry in developing and implementing a vision of their ministry in the parish or school.
- Is competent in problem solving and redeeming conflict.
- Is able to evaluate people, situations, and programs.
- Is evangelized and able to evangelize others.
- Is a prayerful person.
- Is accomplished at facilitating meetings and group processes.
- Is knowledgeable of Church Documents relating to the ministry he or she serves.
- Understands leadership and the current principles of their particular ministry.
- Has strong rapport with their ministry (LEM) group.
- Has the ability to teach and form their constituents.

Formation, Training and Criteria for Readiness

Educational Preparation

The Diocesan Director is to have a master's degree or higher in theology, pastoral ministry, religious education, catechesis, education and administration as appropriate to the ministry served. Significant knowledge of and experience working with their ministry group. A minimum of 5 years parish or school experience is necessary, experience as a member of diocesan staff is preferred.

Evangelization/Formation Preparation

To function effectively, the Diocesan Director must him or herself be evangelized. He or she needs experience in evangelizing and forming others in former jobs. Experience in a variety of levels is preferred.

Sacramental Preparation

The Diocesan Director is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If

married or ordained is done so validly within the Church. If a member of a religious community, is a member in good standing.

Administrative Preparation

To function effectively, the Diocesan Director needs administrative experience, ideally in increasingly progressive increments, the direction of some phase of the parish ministry for which he or she is responsible or in some other administrative capacity, as a middle manager, that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director, Department for Human Resources and Benefits
Catholic Diocese of Pittsburgh
111 Boulevard of the Allies
Pittsburgh, PA 15222
(412) 456-3016

DIRECTOR OF EVANGELIZATION

Vision

The Director of Evangelization oversees evangelization efforts in the parish for the process of bringing people into relationship with Jesus Christ, which leads to full participation in the life and mission of the Church. They help the parish community maintain its foundation in and commitment to the proclamation of the basic Gospel of salvation in Jesus Christ and building a culture of missionary discipleship across all ministries and within the liturgical life of the parish. They design, organize and implement effective strategies for sharing the Gospel with unchurched neighbors and the wider community. They oversee efforts to reach out to inactive and alienated members of the Catholic community, and lead efforts to influence the social environment with the spirit of the Gospel, particularly within the parish mission territory.

Responsibilities and Tasks

The Director of Evangelization's primary responsibilities and tasks include:

Worship

- Assists parish liturgy planners in identifying and enhancing evangelization efforts at liturgy (e.g., in the celebration of Mass, weddings, funerals, baptisms, etc., as well the periods of preparation for the sacraments).
- Assists parish leaders and organizations in maintaining the liturgical year and its focus on the ongoing conversion of the community.
- Ensures that evangelization efforts (for both the unchurched and the alienated/inactive) help lead people to Jesus and the celebration of the sacraments.
- Cooperates with RCIA leaders and liturgy planners to prepare the rite of admission of catechumens and welcoming of candidates to full communion in the Church.

Faith Formation

- Educates and helps parishioners embrace evangelization as the central mission of the Church.

- Contributes to the formation of parish staff and parishioners in the principles and practices of evangelization and discipleship.
- Researches and proposes strategies for the renewal of parish life.
- Invites, motivates and trains volunteer ministers for specific evangelization efforts (home visitations, welcoming new parishioners, outreach to the unchurched and non-practicing, hospitality, etc.).

Pastoral Services

- Contributes to the evangelization process within all areas of pastoral care.
- Renders direct service to parishioners in accord with his or her own gifts as needed (e.g., spiritual direction, parish retreats, catechesis, etc.).
- Helps plan and participates in staff growth days.
- Provides for the integration of neophytes into the life of the parish community, especially through the period of mystagogy.
- Promotes good public relations within and beyond the parish and is involved in ecumenical, regional, district and diocesan networks of professional peers.

Administration

- Maintains regular communication and 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 pastoral plan of the parish.
- Collaborates with ministers of youth, social outreach, and faith formation to provide evangelization strategies.
- Collaborates with parish staff to integrate the newly initiated into the mission of the parish.
- Conducts needs assessments and designs programs in the area of evangelization.
- Manages, in collaboration with the pastor, the budget for evangelization.
- Provides required record keeping and correspondence.
- Provides ongoing evaluation of results at every level of work.
- Maintains contact with the Department for Evangelization and Missionary Outreach.
- Relates to cluster, deanery, vicariate and diocesan programs and personnel in evangelization.

- Develops and maintains contact with professional peers, including those from other churches and dioceses.
- Designs and manages publicity for programs of evangelization.

Qualities

The Director 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 leader. He or she must have a balanced, wholesome and current appreciation of and dedication to the Catholic faith.

Competencies and Skills

- Has 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 director shall demonstrate a willingness to pursue continuing education.
- 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.
- 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.
- Is attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.
- Is able to invite, welcome and provide hospitality.
- Is able to pray with others and invite others to a deeper relationship with God.
- Is able to share faith on a personal level and also provide a bridge to the shared faith of the Catholic tradition.
- Is able to develop and organize concrete evangelization projects with the support of parishioners.

- Has a working knowledge of canonical and sacramental policies of the Church that pertain to admission and readmission to the Church, marriage, infant baptism, etc.

Formation, Training and Criteria for Readiness

Educational Preparation

The Director of Evangelization is to have a bachelor's degree or higher in the area of theology or evangelization. Studies toward this degree include coursework in theology of mission, discipleship, and ministry, history and practical application of the Rite of Christian Initiation of Adults, scriptures, liturgy, and psychology. The director completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Evangelization Preparation

To function effectively, the Director of Evangelization must him or herself be evangelized. He or she needs experience in evangelizing others (i.e. in college and post college evangelization networks, at the parish or organizational level). He or she has training in analysis and understanding of the dynamics of religious alienation. Experience on a variety of levels, including youth and adults, is preferred.

Sacramental Preparation

The Director of Evangelization is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married or ordained is done so validly within the Church. If a member of a religious community, is a member in good standing.

Administrative Preparation

To function effectively, the Director of Evangelization needs administrative experience, ideally in the direction of some phase of parish evangelization, mission and discipleship or in some other administrative capacity that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director, Department for Evangelization and Missionary Outreach
Catholic Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205
(412) 456-3156

DIRECTOR OF FAITH FORMATION

Vision

The Director of Faith Formation provides leadership in the design, organization, implementation and development of programs for adults, families, youth and children, helping them respond more fully to their Baptismal call to holiness, regular participation in the sacramental life, and a mature understanding of the Catholic faith.

Responsibilities and Tasks

While the Director of Faith Formation is responsible for the supervision and maintenance of the following areas for all faith formation programs, according to the size, needs and resources of the parish, specific responsibilities detailed below should be shared with other LEM's and staff members.

Faith Formation

Following the directives of the General Directory for Catechesis, the Director of Faith Formation ensures that parish religious education programs form disciples of Jesus Christ in the Six Tasks of Catechesis (GDC 85):

1. Knowledge of Faith
 - Leads others to the gradual grasping of the whole truth about the divine plan through knowledge of Scriptures, Tradition and the doctrines of the Catholic faith.
2. Liturgical Education and Incorporation
 - Fosters a lively liturgical catechesis for children and families.
 - Ensures that liturgical worship is integrated in all faith formation programs.
 - Provides formation for those preparing for full initiation in the Church through RCIA.
 - Promotes the catechumenal model as the ideal for all catechetical formation.
3. Moral Formation

- Fosters true discipleship through interior transformation which strives to walk in Christ's footsteps, assumes His attitudes, and embraces the Decalogue, beatitudes, and virtues.
 - Promotes a complete Christian anthropology through a Catholic vision of love and theology of the body.
4. Guidance in Prayer
 - Strives after a catechesis permeated by a climate of prayer, and facilitates many opportunities for prayer, especially underscoring for Eucharistic and Marian devotion.
 5. Preparation for Life in Community
 - Inculcates the attitudes necessary for life in community: simplicity, humility, solicitude for the least of brethren, fraternal up-building, common prayer, forgiveness, and love.
 6. Preparation for Mission
 - Prepares and equips disciples of Jesus to be leaven in society through their professional, cultural and social lives, ecclesial services and evangelization.
 - Encourages vocations to the priesthood, consecrated life, and apostolic works to awaken special missionary vocations.
 - Fosters the expression of faith through service.

Catechist Formation and Support

- Invites, motivates, trains, and mentors suitable volunteers to assist in faith formation.
- Ensures that volunteers are vetted and appropriately placed according to their strengths, and maintains pastoral conduct in their service.
- Empowers parents to become the primary catechists of their children.
- Develops learning communities among catechists to foster growth in doctrine and assimilation of the basic principles of child pedagogy and adult learning.
- Instills in the catechist a sense of evangelization and mission that enables them to cultivate discipleship among the children, teens and the adults they form.
- Facilitates personal faith growth among catechists as a Christian community.
- Supports catechists by providing curricular objectives, lesson plans and resource materials.

- Provides catechetical consultation to the other members of the parish staff.

Community-Building and Pastoral Services

- Nurtures a spirit of collegiality and identity in the blending of programs in new parish groupings.
- Facilitates catechesis which is family-integrated, with a view to increased evangelization and catechetical support at critical moments of life-cycles.
- Creates a variety of volunteer opportunities and calls forth personnel from among parishioners to assist as responsible leaders of faith formation.
- Under the direction of the pastor, collaborates with parish staff and councils for the promotion of the parish vision and mission.
- Facilitates events which engage the parish community and promote faith and fellowship.
- Is visibly present at parish events.
- When appropriate, partners with local community initiatives (food banks, crisis pregnancy centers, etc.) in activities which further the mission of service and total formation.
- Promotes public relations both within and beyond the parish and is involved in ecumenical, regional, district and diocesan networks of professional peers.

Child Safety and Well-Being

- Is present and accountable for the safety and well-being of children during programs and events.
- Implements accommodations for individuals with physical, emotional and cognitive needs.
- Ensures that all catechetical volunteers meet state and diocesan regulations for safe environment.
- Ensures that records regarding child abuse reports, safe environment, health, IEP's, custody, and contact information are up-to date and kept in locked files.
- Maintains safe procedures for arrival and dismissal, including lock-down during child programs.
- Ensures that students are supervised at all times by adults during programming.

- Has communication systems and procedures in place for accidents, health crises, fire, weather, etc.
- Ensures that program areas are clean, safe, well lit and supplied with safety equipment including but not limited to: first aid, fire extinguishers, smoke detectors, alarms/bullhorns, and AEDs.
- Is knowledgeable of and implements all policies for child safety and well-being detailed in the “Principles, Policies and Guidelines for Religious Education” from the Diocese of Pittsburgh.
- Is knowledgeable of first aid and proper response to allergic reactions and head injuries.

Program Development

- Develops coordinated, engaging and dynamic faith formation of all age levels.
- Collaborates with the catechetical staff in formulating a statement of catechetical purpose.
- Researches new methods, insights and materials to improve faith formation programs.
- Continually assesses and develops programs which meet the formation needs of the parish.
- Offers a variety models for faith formation such as homeschooling, Catechesis of the Good Shepherd, and special religious education.
- Articulates criteria for evaluation of programs to staff and catechists, specifying in concrete terms what effectiveness looks like, so that growth is both tangible and attainable.
- Undertakes ongoing evaluation in light of goals and objectives based on the catechetical statement of purpose and criteria for evaluation.
- Ensures that the catechetical presentation in the parish conforms to the teaching of the Catholic Church and directives and discipline of the Holy See and the Diocese of Pittsburgh.

Administration

- Under the direction of the pastor, (and supervisor), integrates faith formation into the pastoral plan of the parish in collaboration with other parish staff.
- Oversees faith formation at all sites in the parish grouping.

- Directs the work of the faith formation staff as arranged within the parish.
- Manages the faith formation budget in collaboration with the pastor.
- Oversees the purchasing of equipment and materials for faith formation.
- Ensures that accurate records are kept including: attendance, report cards, permanent catechetical records, sacramental records and other relevant documents.
- Facilitates scheduling, calendar and registration process for faith formation programs.
- Serves as a communication link between the catechetical program and the rest of the parish,
- including staff, parents and the parish at large, and schools with which the parish is associated.
- Attends diocesan meetings and opportunities for formation.
- Maintains and implements diocesan communication, policies and reports.
- Effectively utilizes technology in the service of evangelization and operations management.

Qualities

The Director of Faith Formation should possess a capacity to relate to a wide variety of people, a spirit of generosity, and the ability to delegate and collaborate. Deep faith, personal integrity, prudence, insight, organization, professionalism, flexibility, enthusiasm, compassion and a joyful spirit are also essential qualities for the Director of Faith Formation.

Competencies and Skills

- Demonstrates fidelity to the Magisterium and disciplines of the Catholic Church, and upholds the directives of the diocese and parish. The Director of Faith Formation is faithful in handing on the entire deposit of faith without avoiding difficult teachings.
- Demonstrates a willingness to pursue continuing education.
- Can articulate the philosophy and theology underlying the parish faith formation program.
- Is proficient in catechetical and educational methods.
- Can develop and assess programs with both vision and practicality.

- Is able to delegate responsibilities, equipping others to lead specific areas of faith formation.
- Is attentive to differences in language, image, needs, etc. of various cultures represented in the local community, and those of persons with cognitive, emotional or physical limitations.
- Effectively coordinates scheduling and event planning, and comfortably facilitates meetings.
- Is able to manage conflict and bring about resolution.
- Fosters complete formation of knowledge, liturgy, morality, prayer, community and mission.
- Competent in the use of technology.
- Possesses strong organizational skills, and can coordinate multiple events simultaneously.
- Is knowledgeable, cautious and responsible about issues of child health, safety and well-being.
- Is gifted at engaging families, building a volunteer-base, and creating an environment that fosters faith, fellowship and community.

Formation, Training and Criteria for Readiness

Educational Preparation

The Director of Faith Formation is to have a master's degree or higher in the areas of theology, religious education, or pastoral ministry. Master's degrees in Education or Educational Administration are acceptable with a bachelor's in theology. Studies preferably include course work in theology, catechetics, scriptures, liturgy, psychology, educational theory and administration. The director completes the LEM Certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Catechetical Preparation

To function effectively, the Director of Faith Formation 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.

Sacramental Preparation

The Director of Faith Formation is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married or ordained is done so validly within the Church. If religious, is a member in good standing.

Administrative Experience

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

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director, Office for Family Ministry and Faith Formation
Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205
(412) 456-3042

DIRECTOR OF MUSIC MINISTRIES

Vision

The Director of Music Ministries is a leader who holds specialized credentials in music and has a thorough understanding of Roman Catholic liturgy. This person 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 musical potential.

Responsibilities and Tasks

The Director of Music Ministries' responsibilities include:

Worship

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

Faith Formation

- Invites, motivates, and trains all parish ministers of music (whether volunteer, stipend or salaried).
- Provides liturgical formation, music education and practical preparation for liturgical celebration for cantors, choral and instrumental groups.
- 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.
- Keeps abreast of current developments in liturgy and in music and directs music ministers to available training workshops and formational opportunities.

Pastoral Services

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

Administration

- Maintains regular communication and 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 pastoral plan.
- Directs the parish music program and selects and plans music for use in parish liturgies under the direction of the pastor, and cooperates with parish liturgy/worship committees.
- 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 permissions, etc.)
- Manages in collaboration with the pastor, the budget for the parish music program.
- Collaborates with other staff members (e.g. principal, director of faith formation, youth ministry leader, etc.) to coordinate and ensure appropriate music for all parish sacramental celebrations and provides them with consultation and needed assistance.
- Maintains contact with the Departments for Music and Worship and the Department for Evangelization and Missionary Outreach.

Qualities

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

Competencies

- Has 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.
- 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. This includes comfort with both traditional and contemporary music.
- Is proficient in liturgical principles.
- Has a thorough understanding of the musical, liturgical and pastoral judgments that must be made in selecting music for liturgy.
- Is proficient in at least one performance area (e.g., keyboard, choral, voice).
- Is attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.

Formation, Training and Criteria for Readiness

Educational Preparation

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 Ministries, even though a more professional qualification, such as the equivalent of a master's degree in music and liturgy is preferred. Those without a degree or certificate in sacred music must obtain a certificate in Sacred Music from a diocesan approved program. He or she completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Catechetical Preparation

To function effectively, the Director of Music Ministries needs experience, performing music, directing music and vocals, teaching parishioners, musicians, individuals with liturgical roles (e.g. readers, cantors, choir members) the relationship between music and liturgy. Experience working with a variety of age groups, multiple instruments and a variety of styles of music is preferred.

Sacramental Preparation

The Director of Music Ministries is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married or ordained is done so validly within the Church. If a member of a religious community, is a member in good standing. If not Catholic, he or she must be a faithful member in their own denomination.

Administrative Preparation

To function effectively, the Director of Music Ministries needs administrative experience with a music program in a Church or with an orchestra that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director, Department for Music, Diocese of Pittsburgh
2900 Noblestown Road | Pittsburgh, PA 15205 | (412) 456-3042

DIRECTOR OF PASTORAL CARE AND SOCIAL OUTREACH

Vision

The Director of Pastoral Care and Social Outreach exercises leadership in educating members of the faith community to understand the Church's mission and in particular the relationship of the social teaching of the Church to that mission. He or she assists parishioners in identifying the parish mission territory and equips volunteers to respond to those in need in the parish and community that make up that territory. He or she is a catalyst for enlivening parishioners to address the root causes of those needs and respond in appropriate ways. In collaboration with the Pastoral Associate, they also oversee all parish efforts and ministry related to diversity, ethnic traditions, as well as the support of families burdened with terminal illness, the loss of a loved one, disability and persons with special needs.

The Director of Pastoral Care and Social Outreach is responsible for developing and administering the components of a social outreach program and equipping volunteers to engage in direct service and multiply out the effort. This person ensures that the program is integrated with the other ministries of the parish.

Responsibilities and Tasks

The Director of Pastoral Care and Social Outreach's responsibilities and tasks include:

Worship

- Collaborates with the director of music ministries and the liturgy committee to ensure that social ministry proceeds from and returns to the Eucharist and the baptismal call to holiness.
- Provides for opportunities for appropriate liturgy and liturgical services.
- Serves as a leader of prayer when appropriate.

Faith Formation

- Educates parishioners to understand the extant needs of the parish mission territory.
- Collaborates with the director of faith formation, the school principal, the adult formation director, the youth ministry leader and any educational committees

to ensure that Catholic social teaching is an essential component of the parish's educational and formation programs.

- Educates parish staff and parishioners about Catholic social teaching.
- Raises the social awareness of the parish, neighborhood and broader community that will lead to service and/or advocacy.

Pastoral Services

- Provides staff support to any parish committees engaged in works of charity and justice.
- Provides social services, which may include information and referral and the equipping of volunteers to provide tangible assistance, emergency requests for assistance or other services as appropriate.
- Coordinates all social services, including information and referral.
- Equips volunteers to provide ministry support to distressed families.
- Coordinates advocacy efforts, especially through collaboration with religious and civic organizations on social concerns.
- Invests in volunteer ministers in pastoral care and social outreach through recruitment, motivation, training, support, supervision and evaluation.
- Assesses the social needs of the parish community, neighborhood and mission territory and inventories available community programs and parish resources (both human and financial).
- Directs short-term and long-term planning (social analysis and goal-setting) for pastoral care and social outreach in collaboration with the parish pastoral council.
- Evaluates and revises pastoral care and social outreach programs and their specific projects as needed.
- Develops a cooperative partnership with Catholic Charities and other diocesan outreach ministries.
- Promotes good public relations both within and beyond the parish and is involved in ecumenical, regional, district and diocesan networks of professional peers.

Administration

- Maintains regular communication and collaborates with the pastor, under his supervision, and with other members of the parish staff to integrate pastoral care and social outreach with the pastoral plan of the parish.
- Administers funds and contributions related to pastoral care and social outreach.
- Supervises the maintenance of accurate, updated records.
- Directs publicity regarding pastoral care and social outreach.
- Manages, in collaboration with the pastor, the budget for pastoral care and social outreach.
- Maintains contact with the Department for Evangelization and Missionary Outreach.
- Recruits and forms volunteers for the growth of pastoral care and social outreach.
- Maintains close ties and collaborates with all diocesan and diocesan approved social agencies that provide social service in the region, including Catholic Charities, Auberle, Catholic Relief Services, Catholic Hospice, Mercy Hospital, etc. They also coordinate efforts to provide volunteers and for these agencies as appropriate.

Qualities

Effective functioning in this ministry requires being a committed disciple of Jesus Christ that believes in the whole body of Catholic Social Teaching. He or she is empathetic to those in need and has an attitude of respect for human dignity from womb to tomb and a firm, personal commitment to charity and justice.

Competencies and Skills

The following competencies and skills are particularly important for the effective exercise of the role of Director of Pastoral Care and Social Outreach.

- Has 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.

- Has understanding of and the ability to communicate Catholic social teaching.
- Has understanding of the sociology of the family and family problems.
- Has the ability to work with social service and social action components of government agencies, Church organizations and other local groups.
- Has the ability to integrate social service and advocacy components of the pastoral care and social outreach program within the parish.
- Is attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.
- Has knowledge of basic social service skills, including referral procedures.
- Has the ability to organize and administer a comprehensive, parish-based pastoral care and social outreach program.
- Has effective communication skills.

Formation, Training and Criteria for Readiness

Educational Preparation

The Director of Pastoral Care and Social Outreach is to have a bachelor's degree or higher in the areas of social ministry, pastoral ministry or its equivalent, the latter to be evaluated by the diocese. Studies toward this degree preferably include coursework in Catholic Social Teaching, sociology of the family, family systems and problems solving, psychology, methods in social work. He or she is dedicated to the ongoing study of the theory and practice of Catholic social teaching. The director completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Pastoral Care and Social Ministry Preparation

To function effectively, the Director of Pastoral Care and Social Outreach needs experience communicating Catholic Social Teaching in a parish or organization. He or she needs experience with problem solving, making referrals, working with families, communicating with agencies and working with volunteers.

Sacramental Preparation

The Director of Pastoral Care and Social Outreach is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism,

Eucharist and confirmation. If married or ordained is done so validly within the Church. If a member of a religious community, is a member in good standing.

Administrative Preparation

To function effectively, the Director of Pastoral Care and Social Outreach needs administrative experience in a parish, institution (e.g. school or hospital), or social service agency in some administrative capacity that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director, Department for Evangelization and Missionary Outreach
Catholic Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205
(412) 456-3110

DIRECTOR OF SPIRITUAL FORMATION

Vision

The Director of Spiritual Formation assists the Pastor in helping parishioners develop their spiritual life and their relationship with Jesus as they grow toward spiritual maturity. He or she organizes opportunities for spiritual growth in the form of retreats, Bible studies, spiritual direction, liturgy of the hours, Eucharistic adoration and the frequent use of the sacrament of reconciliation. They oversee spiritual formation programs for baptism and confirmation sponsors. They provide opportunities for parishioners to discover and discern ways to use their spiritual gifts for the mission of the parish. They develop and oversee a ministry of spiritual accompaniment among parishioners.

Responsibilities and Tasks

The Director of Spiritual Formation's responsibilities and tasks include:

Worship

- Serves as a leader of prayer when appropriate.
- Works with the director of liturgy and/or director of music ministries to assure that the liturgical celebrations are prayerful and lead to an encounter with God.
- Offers resources to help parishioners mature in the spiritual life.

Faith Formation

- Fosters the spiritual growth of the members of the parish.
- Contributes to the initial formation and ongoing development of various ministers and parish groups for their spiritual growth always seeking the integration of that formation.
- Collaborates with the director of faith formation, principal and the youth minister in assisting the ministry of children, youth and adult faith formation to help them grow in prayer and the spiritual life.
- Recruits, teaches, coaches, and trains lay leaders to lead small groups, Bible studies, retreats and other spiritual activities.

- Offers spiritual growth opportunities for parishioners (e.g. retreats, Bible studies, prayer groups).

Pastoral Services

- Provides spiritual leadership within the parish for individuals and for groups through such programs as spiritual direction, pastoral counseling, directing retreats, the On Fire! missionary discipleship collaborative, etc.
- Provides resources to encourage individuals and families to foster their spiritual lives at home through family prayer and the celebration of the liturgical year.
- Coordinates with other parishes in making available spiritual activities and events for parishioners.
- Oversees a ministry of the homebound as intercessors for spiritual support for the parish and its activities.
- Promotes good public relations both within and beyond the parish and is involved in ecumenical, regional, district and diocesan networks of professional peers.

Administration

The Director of Spiritual Formation:

- Maintains regular communication and collaborates with the pastor, under his supervision and with other members of the parish staff integrating spiritual formation with the overall parish pastoral plan.
- Plans, implements, develops, and evaluates programs.
- Manages, in collaboration with the pastor, the budget for spiritual formation.
- Administers funds and contributions related to spiritual formation.
- Assesses available personnel resources and recruits, supervises, supports, and evaluates adult volunteers for spiritual programs or activities.
- Maintains contact with the Institute for Pastoral Leadership and the Department for Evangelization and Missionary Outreach.

Qualities

Effective functioning in this ministry requires a humble and prayerful disposition, a capacity for spiritual discernment, pastoral counseling, a deep spiritual life rooted in

Scripture, spiritual maturity, and an openness and knowledge to various spiritual traditions and charisms of the Catholic Church.

Competencies and Skills

The following competencies and skills are particularly important for the effective exercise of the role of Director of Spiritual Formation.

- Has 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 director shall demonstrate a willingness to pursue continuing education.
- Has the good 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 and strong interpersonal skills.
- Has reached a level of proficiency in providing spiritual direction, leading prayer and retreats as evidenced through supervision in training.
- Is attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.

Formation, Training and Criteria for Readiness

Educational Preparation

The Director of Spiritual Formation is to have a Master of Arts degree in spirituality or theology or its equivalent. The degree will be assessed by the diocese. Those without a degree in spiritual theology will be required to have a certificate in spiritual direction from an approved program. Studies toward this degree shall include to the greatest extent possible formal courses primarily compatible with Catholic teaching in spirituality, spiritual direction, methods of prayer, Sacred Scripture, sacramental theology, moral theology, pastoral theology, and liturgy. The director completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Spiritual Preparation

To function effectively, the Director of Spiritual Formation needs to have formal training in spiritual direction, retreats and experience in receiving supervision for spiritual direction.

Sacramental Preparation

The Director of Spiritual Formation is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married or ordained is done so validly within the Church. If a member of a religious community, is a member in good standing.

Administrative Preparation

To function effectively, the Director of Spiritual Formation needs administrative experience, ideally in the direction of spiritual and retreat programs and events or in some other administrative capacity that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Institute for Pastoral Leadership, Catholic Diocese of Pittsburgh
2900 Noblestown Road | Pittsburgh, PA 15205 | (412) 456-3110

DIRECTOR OF WORSHIP

Vision

The Director of Worship is an integral leader in 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. He or she helps to establish an atmosphere for vibrant liturgy.

Responsibilities and Tasks

The Director of Worship's primary responsibilities and tasks include:

Worship

- 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 Ministries and the Director of Evangelization (if the parish has one).
- 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.
- Joins with others to develop the liturgical spirit of the parish and fosters an atmosphere of hospitality and harmony. Serves as a leader of prayer in group formation sessions when appropriate.

Faith Formation

- Invites, motivates and trains volunteer ministers. They provide for the initial and ongoing formation of all liturgical ministries, as well as liturgy teams.
- Educates members of the assembly and provides input for parish organizations in matters of liturgical understanding, sensitivity and planning.
- Makes information available about opportunities for growth, including diocesan, vicariate workshops, programs, etc.

- 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

- Is visibly present to main parish groups at principal parish events and is attuned to the living faith and real concerns of parishioners.
- Recruits persons for various liturgical roles and attempts to involve new members, parishioners of all ages and diverse parish subgroups.
- Is involved in ecumenical, regional, vicariate and diocesan networks of professional peers and fosters good public relations both within and outside the parish.
- Coordinates opportunities for the celebration of popular devotions, Eucharistic Adoration, and the Liturgy of the Hours, in collaboration with the Director of Spiritual Formation (if the parish has one).
- Promotes good public relations both within and beyond the parish and is involved in ecumenical, regional, district and diocesan networks of professional peers.

Administration

- Maintains regular communication and collaborates with the pastor, under his supervision, and with the other members of the parish staff, integrating his or her own area of responsibility with the pastoral plan of the parish.
- 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 Ministries and the Director of Evangelization (if the parish has one).
- 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, readers, extraordinary ministers of holy communion, servers, sacristans, artists, ushers, those who prepare/write texts used in the liturgy and (in cooperation with the Director of Music Ministries) instrumentalists.
- Prepares and manages the worship budget in collaboration with the pastor.

- Provides for periodic evaluation of the quality of worship programs and ministries.
- Oversees the provision of needed materials for worship, such as aesthetic decor and cleanliness of the worship space, ample supply of sacred vessels and vestments, and maintenance of an effective visual and sound system, participation materials, etc.
- Collaborates with the school principal, director of faith formation, youth ministry leader, 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.
- Oversees the ministry of the Eucharist to the homebound.
- Maintains contact with the Departments for Liturgy and Worship and Evangelization and Missionary Outreach.

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

- Has 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 director shall demonstrate a willingness to pursue continuing education.
- Has an in-depth understanding of the theology and history of sacramental and liturgical practices.
- Is knowledgeable of the historical and pastoral development of the Liturgical Year.
- Is knowledgeable of the relationship between religion and culture and of the relationship between ecclesiastical spirituality and liturgy/devotional expressions of popular piety.

- Is attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.
- Has a firm and current knowledge of the Church's liturgical documents and norms.
- Has a basic understanding of the Church's liturgical ministries and arts.
- Has good communication skills and is able to work closely with the Director of Music Ministries, sacristan, RCIA Director, and all parish staff and candidates involved in the celebration of sacraments.

Formation, Training and Criteria for Readiness

Education Preparation

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 a pastoral setting, is recommended for this ministry. The Director of Worship completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Catechetical Preparation

To function effectively, the Director of Worship needs experience in training individuals with liturgical roles: altar servers, readers, extraordinary ministers of holy communion, ushers, ministers of hospitality; has experience with Children's Liturgy of the Word, and has served as a master of ceremonies for liturgy. He or she is able to articulate the teaching of the Catholic Church regarding Liturgy and pursues on-going formation regarding liturgy. He or she has experience on a variety of levels, including working with children, youth and adults.

Sacramental Preparation

The Director of Worship is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If

married or ordained is done so validly within the Church. If a member of a religious community, is a member in good standing.

Administrative Preparation

To function effectively, the Director of Worship needs administrative experience, ideally in the direction of some phase of parish life that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director, Department for Liturgy and Worship
Catholic Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205
(412) 456-3041

MASTER CATECHIST

Vision

The Master Catechist is a lay leader that supports the pastor in handing on the faith to parishioners, particularly adults. An expert in theology and catechesis, the Master Catechist's primary responsibility is to catechize the adults of the parish and provide specialized formation to volunteer catechists. The Master Catechist collaborates with the Director of Faith Formation who serves as the administrator of all parish faith-formation programs and sacramental preparation. A Master Catechist could be shared among parishes and with Catholic elementary schools in the region, providing formation and training for Catholic school teachers.

Responsibilities and Tasks

According to the size, needs, resources and minister-alignment of the parish, the Master Catechist will fulfil the following responsibilities in conjunction with other LEM's such as the Director of Faith Formation, Director of Evangelization, and Director of Adult, Marriage and Family Ministries.

Faith Formation

Following the directives of the *General Directory for Catechesis*, and well versed in child and adult catechetical methods, the Master Catechist coordinates and teaches programs that form adult disciples of Jesus Christ in the *Six Tasks of Catechesis* (GDC 85):

1. Knowledge of Faith
 - Helps adult parishioners develop a coherent understanding of the truths of the faith contained in the Scriptures, Church Teaching and Sacred Tradition, showing how they fit together organically to form an authentically Catholic worldview.
2. Liturgical Education and Incorporation
 - Provides opportunities to explore the Mass and the liturgical calendar in depth.
 - Promotes the liturgy of the hours.
 - Provides formation for those preparing for reception of sacraments and/or full initiation in the Church through the RCIA.
 - Promotes the catechumenal model as the ideal for all catechetical

formation.

3. Moral Formation

- Fosters true discipleship through interior transformation which strives to walk in Christ's footsteps, assumes His attitudes, and embraces the Decalogue, beatitudes, and virtues.
- Instructs adults in the stages of spiritual growth and holiness.
- Inspires a comprehensive Christian anthropology through the promotion of a Catholic vision of love and theology of the body.

4. Guidance in Prayer

- Facilitates communion with Jesus Christ by instructing the disciple in prayer and contemplation.
- Models a catechesis permeated by a climate of prayer so that the assimilation of the entire Christian life reaches its summit.

5. Preparation for Life in Community

- Inculcates the attitudes necessary for life in community: simplicity, humility, solicitude for the least among the brethren, fraternal correction, common prayer, mutual forgiveness, and fraternal love.
- Recognizes the central role that socialization plays in an integrated faith formation.

6. Preparation for Mission

- Prepares and equips disciples of Jesus to be leaven in society through their professional, cultural and social lives, ecclesial services and evangelization.
- Encourages vocations to the priesthood, consecrated life and various forms of apostolic works to awaken special missionary vocations.
- Encourages the expression of faith through service.

Catechist Formation and Support

- Trains and forms catechists who are effective teachers of the faith.
- If qualified, forms catechists in levels 1-3 of *Catechesis of the Good Shepherd*.
- Provides adult faith formation for parents especially while children are catechized, and empowers them to catechize their children in the context of the home.

- Coordinates, facilitates and teaches classes for catechetical certification locally, in support of the Department for Family, Youth and Catholic School Ministries.
- Presents the teaching of the Catholic Church according to the catechetical principles enunciated in Church documents: universal, national and diocesan.
- Develops learning communities among catechists to foster growth in doctrine and assimilation of the basic principles of child pedagogy and adult learning.
- Instills in catechists a sense of evangelization and mission that enables them to cultivate discipleship among those whom they form.
- Provides catechetical consultation and instruction to other members of the parish staff.

Community Building and Pastoral Services

- Identifies individuals with a gift for teaching, encouraging them to consider the call to catechesis, and refers them to the Director of Faith Formation for vetting and possible placement in faith formation programs.
- Is sensitive to the centrality of family-integrated catechesis, assisting the Director of Faith Formation in planning and instructing programs for this purpose.
- Supports the pastor and collaborates with parish staff and counsels for the promotion of the parish vision and mission.
- Is visibly present at parish events.

Program Development

- Collaborates with the catechetical staff in formulating a statement of catechetical purpose.
- Assists the Director of Faith Formation as a consultant on program development, lesson planning and resources.
- Pursues on-going evaluation of the programs he/she coordinates, in light of the goals and objectives of the catechetical statement and criteria for evaluation provided by the Director of Faith Formation.
- Continually researches new methods, materials and insights on effective faith formation for children and adults which will improve outreaches in the parish.

Administration

- Maintains regular communication and collaborates with the pastor/supervisor and staff to integrate adult and catechist formation with the pastoral plan of the parish.
- Manages the budget for catechist training and the other ministries which the Master Catechist may lead under the supervision of the pastor/supervisor.
- Maintains contact with the Department for Family, Youth and Catholic Schools Ministries.
- Implements diocesan directives and policies pertaining to catechist formation and certification, as well as adult faith formation.
- Effectively utilizes technology in the service of evangelization and catechesis.

Qualities

The Master Catechist is committed to understanding Church teaching from a commitment to faith in Jesus Christ and a humble desire to think with the mind of the Church. He or she inspires catechists and other adults to be literate in their faith. The Master Catechist witnesses their personal relationship with Jesus Christ and equips catechists/other adults to do the same. He or she engages individuals where they are in life and walks with them along the way of discipleship.

Competencies and Skills

- Has demonstrated in previous positions a fidelity to the Magisterium of the Catholic Church and manifests the intention to adhere future work to the Magisterium, to the disciplines of the universal Church, and to the directives of the local diocesan Church and parish. He or she is faithful in handing on the entire deposit of faith without avoiding difficult teachings.
- Demonstrates a willingness to pursue continuing education.
- Is proficient in catechetical pedagogy and learning theory, for both children and adults.
- Understands kerygmatic catechesis and is capable of using that approach in its experiential, incarnational, substantive dimensions, engaging the whole person, not just the intellect.
- Is able to assist catechists in employing experiential, immersive and relational pedagogies, demonstrating how to help students encounter the Lord on a

personal level and engage their senses. Forms catechists to pray with their students.

- Conveys that complete pedagogy includes: knowledge of the faith, liturgical incorporation, moral formation, prayer, life in community and mission.
- Is articulate in communicating theology and Church teaching.
- Equips catechists to present the faith from a framework of enculturation, while supporting students in the full truth and beauty of Catholic teaching.
- Teaches catechists to employ age appropriate catechetical methods and a developmentally sequenced curriculum.
- Is attentive to the needs of persons with disabilities and pursues accommodations so that every individual receives equitable formation.

Formation, Training and Criteria for Readiness

Educational Preparation

The Master Catechist is to have a master's degree or higher in the areas of theology, catechetics or its equivalent (the later to be determined by the diocese). Training as a formator for Catechesis of the Good Shepherd is preferred. Studies preferably include theology, scriptures, liturgy, catechesis, psychology and educational theory. He or she completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Catechetical Preparation

To function effectively, the Master Catechist needs proven experience in catechizing children and adults. Experience training catechists and other teaching experience is preferred.

Sacramental Preparation

The Master Catechist is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married or ordained is done so validly within the Church. If religious, is a member in good standing.

Administrative Experience

To function effectively, the Master Catechist needs administrative experience, ideally in the direction of some phase of parish or school catechetics, Catechesis of the Good Shepherd or in some other administrative capacity that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director, Office for Family Ministry and Faith Formation
Catholic Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205
(412) 456-3112

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. The Pastoral Associate serves as a leader of parish operations, especially in the area of ministry, overseeing the coordination of all of parish's activities on behalf of the Pastor. 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

The Pastoral Associate's responsibilities and tasks include:

Worship

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

Education

- Fosters the faith growth of the members of the parish.
- Contributes to the initial formation and ongoing development of various ministers and parish groups.
- Collaborates with the director of faith formation, principal and the youth ministry leader in assisting the ministry of children, youth and adult faith formation.

Pastoral Services

- Provides significant personal presence at parish events (e.g. when appropriate, at the church during the hours of Sunday Masses) and spends time with parishioners, especially at important moments of their lives.
- Participates in the pastoral care of the sick in homes and/or hospitals in collaboration with the parish Director of Pastoral Care and Social Ministry, and equips volunteers to assist in this care.
- Provides spiritual leadership within the parish for individuals and for groups through such programs as spiritual directions, pastoral counseling, directing retreats, etc.
- 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).
- 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.
- Promotes good public relations both within and beyond the parish and is involved in ecumenical, regional, district and diocesan networks of professional peers.

Administration

- Maintains regular communication and collaborates closely with the pastor, under his supervision, and with other members of the parish staff in regard to the pastoral plan of the Parish. On occasion, he or she represents the pastor.
- Collaborates in the overall process of parish administration, including needs assessment, pastoral planning, decision-making, implementation, financial management, etc.
- Administers designated parish programs.
- Directs one or more of the parish ministries as needed.
- Serves as a pastoral generalist, able to function in a variety of specific ministries as appropriate (e.g., supervises volunteers).
- Manages, in collaboration with the pastor, the budget for pastoral ministry.
- Relates to diocesan structures.

- Maintains contact with the Coordinator for Parish Leadership Teams and the Department for Evangelization and Missionary Outreach.
- Participates in civic and ecumenical activities.

Qualities

Because of the generalist nature of this position, the Pastoral Associate needs to possess adaptability and flexibility. The 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 and volunteers to take over. He/she must be a missionary disciple and able to disciple others.

Competencies and Skills

- Has 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.
- Demonstrates a willingness to pursue continuing education.
- Has the good physical and psychological health commensurate with the responsibilities of the position.
- Possess personal qualities that exhibit a prayerful spirit, maturity (both personal and spiritual).
- Exhibits flexibility, initiative, adaptability to pastoral situations.
- Has strong interpersonal skills.
- Is attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.

Formation, Training and Criteria for Readiness

Educational Preparation

The Pastoral Associate is to have a master of divinity, Master's degree in theology or its equivalent. The degree will be assessed by the diocese.

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, liturgy, scripture, spirituality, canon law and social ethics. He or she completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Pastoral Preparation

To function effectively, the Pastoral Associate 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.

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.

Sacramental Preparation

The Pastoral Associate is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married or ordained is done so validly within the Church. If a member of a religious community of a deacon, is in good standing.

Administrative Preparation

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

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Coordinator of Parish Leadership Teams
Catholic Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205
(412) 456- 3047

PARISH BUSINESS MANAGER

Vision

The Parish Business Manager is a leader who provides administrative support to the pastor in the business aspects of the parish. The Parish Business Manager assists in the responsible provision 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. They provide leadership in aligning parish resources with the pastor's pastoral vision.

Responsibilities and Tasks

The pastor represents the parish in all juridical 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 maintains regular communication and 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 pastoral plan of the parish. This responsibility includes the parish and school operations (if applicable).
- Manages, in collaboration with the pastor, the budget for the parish.
- 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 Legal Services, the Office for Insurance/Employee Benefits, the Department for Property Planning and Development, the Office for Parish Accounting Services and the Office for Stewardship to insure that all parish activity is in compliance with diocesan policy.

- Maintains contact with the Coordinator of Parish Leadership Teams and the Department for Evangelization and Missionary Outreach.

Finance

- Implements, maintains and is in compliance with the mandated diocesan policy and procedures.
- Establishes, maintains and monitors an internal control system in the parish.
- Manages the parish and school financial records (if applicable) according to diocesan retention schedules.
- Prepares, administers and reviews the budget process under the direction of the pastor and in collaboration with the finance council.
- Monitors all spending within the various departments of the parish to comply with the budget and also monitors purchasing.
- Develops revenue (including wills, donations, grants and fund raising) in accordance with diocesan policies.
- Supervises and/or monitors all parish fund raising programs, including, but not limited to, offertory collections, festival, parish share and debt reduction.
- 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.
- Oversees tabulation, deposit and posting of offertory collections, collaborates in establishing a system of tuition collection, monitors its effectiveness and pursues uncollected tuition.
- Prepares or oversees the preparation of the parish and school (if applicable) accounting input.
- Seeks out bids for all expenditures above an approved minimum.
- Monitors Church-sponsored organization's accounts on a regular basis in compliance with diocesan policies.
- Prepares the annual financial report for parishioners and submits a copy to the General Secretary.
- Plans for funding of long-term capital projects.

Property Maintenance

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

Human Resources

- Develops, implements and maintains a personnel policy.
- Develops job descriptions, salary scales, benefits, etc., for applicable employees in accordance with diocesan policies and documents.
- Maintains a hiring and termination procedure for all non-ordained personnel.
Note: Only the pastor can hire or terminate an employee.
- Supervises maintenance people.
- Manages payment of salaries and benefits.
- Supervises office staff, including the bookkeeper, secretaries, receptionist, bulletin clerk, census clerk and any other additional office staff.
- Maintains a confidential personnel record system for all non-ordained parish employees.
- Helps in preparation of personnel contracts for select positions: director of music ministries, youth ministry leader, Director of Faith Formation, etc.
- Supervises the rectory household staff.

Liaison/Communication

- Staff to the Finance Council and other consultative bodies at the discretion of the pastor.
- Attends other committee meetings when requested to discuss problems or offer assistance on a particular item or project.
- Promotes good public relations both within and beyond the parish and is involved in ecumenical, regional, district and diocesan networks of professional peers.

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. They need to have a missionary heart and exhibit the qualities of a mature Christian disciple.

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:

- Faithful to the faith and tradition of the universal Church and have demonstrated such in previous positions 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. He or she shall demonstrate a willingness to pursue continuing education.
- Familiar with the norms of Canon Law regarding parish administration and the temporal goods of the Church.
- Knowledgeable of scripture, ecclesiology, pastoral theology and ministry, in order to provide a context for decision-making.
- Knowledgeable of personnel issues, including policies, procedures, selection, insurance, employee benefits, etc.
- Knowledgeable of construction and maintenance according to diocesan policies and procedures.
- Knowledgeable of safety and security issues.
- Knowledgeable of the principles of accounting according to diocesan policies and procedures.
- Familiar with pertinent and applicable civil law in all levels of government.
- Knowledgeable of the parish and school accounting systems according to diocesan policies and procedures.
- Familiar with supervisory procedures.

- Attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.

Skills

The Parish Business Manager should be:

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

Formation, Training and Criteria for Readiness

Educational Preparation

The Parish Business Manager is to have a bachelor's degree or higher in business administration or a related field. Studies in Church Management are preferred. An orientation to the mission of the diocese and of the parish is integral to success. Commitment to continuing education and professional development is vital. The Parish Business Manager completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Business Preparation

To function effectively, the Parish Business Manager needs 3-5 years of experience in business management, including development of the competencies and skills outlined above.

Sacramental Preparation

The Parish Business Manager is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married is done so validly within the Church. If a Deacon, validly ordained and in good standing.

Administrative Preparation

To function effectively, the Parish Business Manager needs administrative experience that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Coordinator of Parish Leadership Teams
Catholic Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205
(412) 456-3047

PASTORAL HEALTH CARE MINISTER

Vision

A Pastoral Healthcare Minister is a lay or religious woman or man who offers spiritual support to patients, their families and hospital staff. Because the health care minister is non-ordained, he or she canonically holds the title of Pastoral Health Care Minister rather than chaplain. This pastoral healthcare ministry is most clearly manifest in times of crisis. The healthcare minister is committed to respect the dignity and faith tradition of each individual, and to guide the spiritual climate of the institution where he or she is employed. Their ministry serves persons of all faiths or no faith. At the same time the Pastoral Healthcare Minister facilitates communication between patients and their faith communities. He or she is selected and appointed by the hospital system.

Responsibilities and Tasks

The Pastoral Healthcare Minister's responsibilities and tasks include

Worship

- Leads communal and personal prayer with patients, families, and staff.
- Assists in the preparation for the sacraments of penance, anointing and conditional baptism.
- Contacts clergy for sacramental services when requested by patients or family.
- Coordinates religious services in the hospital chapel.

Education

- Recruits and trains volunteers to bring the Eucharist to patients and make patient visits.
- Works with hospital staff to enhance their sensitivity to the spiritual concerns of patients/families experiencing terminal illness and loss.
- If requested, provides consultation to medical personal on ethical issues that arise.

Pastoral Services

- Provides pastoral care services to patients in various situations such as undergoing surgical procedures, facing end of life issues or involved in traumatic accidents.
- Provides comfort and support to patient's families and friends.
- Provides calming support to angry/distraught family members and friends.
- Responds to urgent situations, including, but not limited to, medical emergencies (Code Blue) or deaths(s) at the request of administrative coordinators, nurses, family etc.
- Works pastorally with individuals from diverse economic, cultural, racial and religious backgrounds.

Administration

- Maintains confidentiality in accordance with the institution's policy.
- Maintains regular communication and collaborates closely with his or her supervisor, and with other members of the hospital staff in regard to the pastoral plan of the hospital. On occasion, he or she represents pastoral care at various committee meetings.
- Collaborates in the overall process of hospital administration, including needs assessment, pastoral planning, decision-making, healthcare ethics, implementation, financial management, etc.
- Administers designated healthcare ministry programs.
- Directs one or more of the hospital ministries as needed.
- Is able to function in a variety of specific ministries as appropriate (e.g., supervises volunteers).
- Manages, in collaboration with his/ her supervisor, the budget for pastoral healthcare.
- Relates to diocesan structures.
- Maintains contact with the Director for Institutional Ministries in the Secretariat for Clergy and Consecrated Life.

Qualities

- The Pastoral Healthcare Minister is a missionary disciple, demonstrating a desire and a commitment to share the love of Christ with guests. He or she

sees every act as an opportunity to witness. The health care minister models a deepening relationship with Christ through prayer, studying and reflecting on Scripture, having a missionary disciple mind-set, and providing pastoral care through relational ministry.

- He or she creates an atmosphere of enthusiasm for Christ and His Church attracting local community volunteers and staff in a contagious, effective way.
- He or she is familiar with the dynamics of religious alienation.

Competencies and Skills

The Pastoral Healthcare Minister:

- Has 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 and the local diocesan Church.
- Demonstrates the mission and core values of the funding hospital insofar as they are compatible with the teachings of the Catholic Church.
- Demonstrates a willingness to pursue continuing education.
- Has the good physical, psychological and spiritual health commensurate with the responsibilities of the position. The healthcare minister may be exposed to blood, body fluids and tissue during the course of their job responsibilities.
- Possess personal qualities that exhibit a prayerful spirit, maturity (both personal and spiritual).
- Exhibits flexibility, initiative, adaptability to pastoral situations. The position also requires flexibility in availability for work hours including evenings, weekends and holidays.
- Demonstrates ability to empathize.
- Communicates effectively both orally and in writing.
- Demonstrates strong interpersonal skills.
- Supports performance improvement.
- Demonstrates ministerial professionalism.
- Exercises good pastoral judgment and provides prudent counsel as needed.

Formation, Training and Criteria for Readiness

Educational Preparation

The Pastoral Healthcare Minister is to have a master of divinity, master's degree in theology or its equivalent. Ministry in an acute/healthcare setting is preferred. A combination of experience and education may be considered. He or she completes the annual requirements of training, licensing, confidentiality, etc., as required by the funding hospital. He or she completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Pastoral Preparation

To function effectively, the Pastoral Healthcare Minister shall have formal training in leadership skills and a practicum or field service in pastoral theology, parish life or some similar clinical pastoral training in accordance with the institution's policy.

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.

Sacramental Preparation

The Pastoral Healthcare Minister is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married or a member of a religious community or consecrated life is done so validly within the Church. If a member of a religious community, is in good standing.

Administrative Preparation

To function effectively, the Pastoral Healthcare Minister needs administrative experience, ideally in the direction of some phase of parish or institutional life or in some other administrative capacity that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director for Institutional Ministries
Catholic Diocese of Pittsburgh
111 Boulevard of the Allies
Pittsburgh, PA 15222
(412) 456-3244

YOUTH MINISTRY LEADER

Vision

A Youth Ministry Leader is responsible for overseeing the ministerial efforts directed to adolescents which links childhood and adulthood. Youth Ministry Leaders are responsible for designing, organizing and implementing programs that support the formation of adolescent members of the parish as disciples of Jesus Christ and as valued members of the faith community. They work with parish staff and a youth ministry core team to provide opportunities for youth retreats, missionary outreach and service, socialization, and catechesis. The US Bishops pastoral letter, *Renewing the Vision: A Framework for Catholic Youth Ministry* provides the structure for comprehensive and intentional youth ministry in the diocese. In order to accomplish this work, the Youth Ministry Leader takes responsibility for his or her own personal and ministerial growth by participation in local diocesan programs of formation, especially those specifically tailored to this work by the diocesan office; the National Federation for Catholic Youth Ministry (NFCYM); and other national organizations and conferences such as Lifeteen, etc.

Responsibilities and Tasks

The Youth Ministry Leader's responsibilities and tasks include:

Worship

- Assists young people in deepening their relationship with Jesus through spiritual development and personal prayer life.
- Provides opportunities for youth to celebrate liturgy related to service and justice activities.
- Schedules periodic liturgies at youth events prepared with youth input.
- Explores new music, song texts, and service music being composed for liturgy.
- Schedules seasonal prayer events for youth.
- Involves teens in the preparation of prayer experiences for their peers.
- Provides family prayer resources.
- Includes personal prayer time within all youth events and catechetical sessions.

- Invites youth to reflect on the seasonal readings and to offer connections to their lives.
- Invites youth to participate in the choirs and musical ensembles.
- Encourages teens to attend liturgy with their friends.

Faith Formation

- Proclaims through word and especially witness the Good news of the Gospel. Energizing all to the importance of living out our faith.
- Sponsors youth towards maturity in Catholic Christian faith through their living example. Teaching and learning how to develop one's own faith and taking an active part in the whole Church community.
- Accompanies teens through an intentional process of learning, growing, and developing.
- Cultivates ministerial and pastoral aspects for the eight components of youth ministry, specifically, ministries of advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care, and prayer and worship.
- Builds a foundation of relational ministry that permeates all elements.
- Establishes a clear, goal-centered approach to the comprehensive work with youth and families.
- Provide a multidimensional approach to ministry that creates a variety of ways to attract and advance young people in the faith.
- Be attuned to the developmental, social, and cultural circumstances that may bring about a holistic and developmental experience for young people.
- Be centered on the person and respond to their legitimate needs.

Pastoral Services

- Interprets the needs of youth and their families. By acting on their behalf, and supporting them throughout any need.
- Creates an environment in which youth and adults can live out the Gospel values through mutual cooperation.
- Guides young people in developing a social consciousness, to recognize injustice and to promote consistent action against those injustices. Valuing the dignity of every human person.
- Provides guidance as youth face life decisions and make moral choices.

- Maintains several points of contact with young people and families, being present in a variety of ways, locations, and times.
- Provides gathered and non-gathered opportunities to share resources with youth and their families making communication with parents a priority.

Administration

- Maintains contact with the Department for Evangelization and Missionary Outreach.
- 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 pastoral plan of the parish.
- Promotes good public relations both within and beyond the parish and is involved in ecumenical, regional, district and diocesan networks of professional peers.
- Gives priority to recruiting, training, and supporting youth and adult leaders for youth ministry, requesting that the whole Church community will become involved with the youth in a way that will help all grow in faith.
- Provides overall strategic vision, leadership, and organization for the parish in their common effort to serve young people.
- Maintains, enhances, and develops programs that directly meet the needs of youth and families and continually assesses their value and alignment with the parish mission.
- Establishes and works within the budget provided and incorporates fundraising opportunities in concert with parish efforts.

Qualities

“This is what is needed: a Church for young people, which will know how to speak to their heart and enkindle, comfort, and inspire enthusiasm in it with the joy of the Gospel and the strength of the Eucharist; a Church which will know how to invite and to welcome the person who seeks a purpose for which to commit his whole existence; a Church which is not afraid to require much, after having given much; which does not fear asking from young people the effort of a noble and authentic adventure, such as that of the following of the Gospel” Pope Saint John Paul II, 1995 World Day of Prayer for Vocations.

Competencies and Skills

- Has 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 director shall demonstrate a willingness to pursue continuing education.
- Is attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.
- Demonstrate an understanding of the history, mission, vision, goals, principles, themes, components, and dimensions of Catholic youth ministry and pastoral *juvenile Hispana* as outlined in the U.S. bishops' pastoral plans and related Church documents.
- Demonstrate an understanding of the developmental needs of youth and young adults in the U.S. context, with its particular popular, ethnic, and family subcultures, as appropriate to the faith community being served.
- Be capable of applying the theories, models, processes, methods, resources, and best practices of Catholic youth ministry and/or pastoral *juvenil Hispana* as appropriate to the ministry setting.
- Demonstrate the ability to collaborate with the faith community in planning, implementing, and evaluating outreach to and pastoral ministry for young people, utilizing the components of Catholic youth ministry and/or mission and principles of pastoral *juvenil Hispana* as appropriate to the ministry setting.
- Be capable of implementing the components of Catholic youth ministry with young people by:
 - Utilizing the aims, principles, processes, and methods of catechesis with youth in implementing faith formation.
 - Facilitating the development of community among youth, their families, and within the Church and society, including the development of small faith communities by youth from different cultures, spiritualities, or pastoral models.
- Inviting youth to and facilitating opportunities for youth to grow in intimate relationship with Jesus Christ and empowering them to live and witness as disciples in today's world.

- Engaging youth in the social mission of the Church in accord with Catholic social teaching.
- Fostering healing and promoting healthy growth and development in youth and in their relationships as a vital part of their human and Christian maturity process.
- Empowering youth to celebrate and deepen their relationship with the triune God through individual and communal prayer and participation in the liturgical and devotional life of the Church.
- Engaging the Church and the broader community in voicing and addressing the rights, responsibilities, and needs of youth.
- Affirming and calling forth the unique gifts of youth and the adults serving them by providing opportunities for their ongoing spiritual growth, leadership development, and vocation discernment.

Formation Training and Criteria for Readiness

Educational Preparation

A Youth Ministry Leader is to have a bachelor's degree or higher in the area of theology or evangelization. Studies toward this degree include coursework in theology of mission, discipleship, and ministry, history and practical application of the Rite of Christian Initiation of Adults, scriptures, liturgy, and psychology. The director completes the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization.

Evangelization Preparation

To function effectively, the Youth Ministry Leader must him or herself be evangelized. He or she needs experience in evangelizing others (i.e. in college and post college evangelization networks, at the parish or organizational level). He or she has training in analysis and understanding of the dynamics of religious alienation. Experience on a variety of levels, including youth and adults, is preferred.

Sacramental Preparation

The Youth Ministry Leader is a fully initiated Catholic in good standing in the Church. He or she has completed the sacraments of baptism, Eucharist and confirmation. If married or ordained is done so validly within the Church. If a member of a religious community, is a member in good standing.

Administrative Preparation

To function effectively, the Youth Ministry Leader needs administrative experience, ideally in the direction of some phase of parish evangelization, mission and discipleship or in some other administrative capacity that involves the direction of programs and personnel.

Safe Environment for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances, i.e. criminal and child abuse history, a Protecting God's Children attendance certificate, a signed copy of the Code of Pastoral Conduct, Mandated Reporter Training and FBI Clearance.

Catholic Identity and Mission Clause

A signed copy of the Catholic Identity and Mission Clause must be kept on file.

Referral

Inquiries about this ministry should be directed to

Director for Adolescence and College Ministry
Catholic Diocese of Pittsburgh
2900 Noblestown Road
Pittsburgh, PA 15205