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## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Director of Assembly and Hospitality
<b>REPORTS TO:</b>	Pastor
<b>DIRECT REPORTS:</b>	To be determined
<b>FLSA:</b>	Full Time Exempt
<b>HOURS:</b>	Equivalent of 2,000 hours annually

As an integral member of the senior leadership team with comprehensive responsibility for the welfare of the parish, the Director of Assembly and Hospitality (DAH) oversees the ministries related to worship, hospitality, and social services in addition to administration insofar as the DAH will oversee other lay ecclesial ministers with subordinate portfolios. The DAH role is inspired by the vision of the “Sunday experience” as found in Father James Mallon’s Divine Renovation. This position will develop through an iterative process as the DAH collaborates with the senior leadership team to plan and prioritize how to build out the DAH lay professional staff. The DAH will enjoy the opportunities and responsibilities of that class of lay ecclesial ministry called “pastoral associate,” as regulated by the Catholic Diocese of Pittsburgh.

## RESPONSIBILITIES AND TASKS

- The DAH holds supervisory responsibility for major areas in parish ministry:
  - Worship
    - i. Discerns parish worship and prayer needs and oversees the provision of quality liturgical celebrations and sacramental services
    - ii. Recruits, forms, and schedules volunteers for various liturgical roles, involving parishioners of all ages and diverse parish subgroups
    - iii. Acts as a consultant to parishioners for planning liturgies (e.g., weddings, funerals, baptisms, etc.)
    - iv. 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
    - v. Leads communal prayer when appropriate (e.g., wake and cemetery services, ecumenical gatherings, etc.)

- vi. Coordinates opportunities for the celebration of popular devotions, Eucharistic Adoration, and the Liturgy of the Hours
- Hospitality
  - i. Recruits, trains, and supervises volunteer hospitality teams who provide a welcoming atmosphere and support worship celebrations, including Saturday evening, Sunday, and other celebrations
  - ii. Manages hospitality around Mass and other major events as needed: e.g., welcome especially to newcomers, mutual prayer for those with concerns, information for those seeking it, and fellowship and refreshment.
  - iii. Leads the newcomer welcome process, by placing high emphasis on capturing newcomer information and introducing them to Archangel Gabriel Parish in a positive and effective manner
  - iv. Evaluates our success in assimilating newcomers into the cycle of discipleship
  - v. Collaborates with all ministry areas to ensure their volunteers are trained to deliver top-notch hospitality for all functions
  - vi. Communicates with every newcomer and endeavors to connect them into the life of the parish
  - vii. Facilitates new member welcome events
- The DAH simultaneously oversees other lay ecclesial ministers (and their staffs, if any) who report to the DAH and who will minister in one of these areas or as an assistant to the DAH.
  - Social Services: Supervising the eventual coordinator of social services who will collaborate with volunteers to ensure that social ministry proceeds from and returns to the celebration of Sunday Eucharist
  - Supervises the Safe Environment Coordinator to ensure that all volunteers are fully compliant with the Diocese of Pittsburgh regulations regarding the protection of children, youth, and vulnerable adults.
- Beyond his or her own ongoing formation, the DAH therefore shares with the pastor responsibility for the professional formation and development of the subordinate lay ecclesial ministers. The successful DAH will see that these other ministers flourish.
- The DAH implements best practices even when these are in tension with the historical trajectory of the parish. Thus, the DAH will press graciously but firmly for reform even against resistance and recrimination.
- The DAH collaborates with diocesan and regional organizations, parish staff, community organizations, volunteers, parents, and emerging leaders to arrange for programming of pastoral value in all major responsibility areas.

- The DAH maintains relevant professional affiliations.
- The DAH shares in the other duties common to the pastoral staff of the parish—e.g., visible participation in Sunday Masses, attendance at staff meetings, cooperation in crafting and complying with a budget, and adjusting responsibilities to developing pastoral priorities.
- The DAH facilitates compliance with the Safe Environment program especially among subordinate staff and volunteers.

## COMPETENCIES AND SKILLS

### Personal Competencies:

- The candidate shall have demonstrated in previous positions a fidelity to the faith and tradition of the universal Church and shall manifest the intention to adhere in future work to the faith, tradition and discipline of the universal Church, the local diocesan Church and the parish. The candidate shall demonstrate a willingness to pursue continuing education.
- The candidate shall have the good physical and psychological health commensurate with the responsibilities of the position and shall possess personal qualities that exhibit a prayerful spirit, maturity (both personal and spiritual), flexibility, initiative, adaptability to pastoral situations and strong interpersonal skills.

### Theological Competencies:

- The candidate shall have at least a master's degree in theology, liturgy, music, arts, social work, or some other field related to the DAH's portfolio or at least be willing to work out an ongoing formation plan leading ultimately toward such a degree.
- The candidate should enjoy familiarity the Catholic teaching in theology, liturgy, scripture, spirituality, and social ethics.

### Professional Competencies:

- The candidate will be unusually skilled at motivating and mobilizing volunteers.
- The candidate shall have formal training in leadership skills.
- 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.
- The DAH should be familiar with (or be prepared quickly to acquire familiarity with) the following background materials:
  - Forming Intentional Disciples by Sherry Weddell
  - Divine Renovation by James Mallon

- Bp. David Zubik's pastoral initiative, On Mission for The Church Alive!

**SAFE ENVIRONMENT FOR CHILDREN**

As with all positions in the Diocese of Pittsburgh that involve contact with children or the supervision of those who do, this ministry requires full compliance with the Safe Environment Policy of the diocese.

**CARDINAL'S CLAUSE**

A signed copy of the Cardinal's Clause must be kept on file for the communications coordinator.

Date of review: \_\_\_\_\_

Signature of employee: \_\_\_\_\_

Signature of pastor or delegate: \_\_\_\_\_