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ARCHDIOCESE OF CINCINNATI
PLEASE POST

**Director of the Office for
Divine Worship & Sacraments**
TITLE OF POSITION

January 4, 2019

APPLICATION DEADLINE

**Department of Pastoral Life
& Evangelization**
OFFICE OR DEPARTMENT

April 1, 2019

DATE TO BE EMPLOYED

POSITION RESPONSIBILITIES:

- Plans/implements special projects as directed by the Archbishop (i.e. Light is On for You, Jubilee Year of Mercy, Outpouring, Year of the Eucharist, Year of Paul, etc.); researches and provides answers to liturgical questions of Archbishop, clergy, and lay persons; reads and comments on new liturgical documents at the Archbishop's request; prepares and responds to letters/emails of a liturgical nature, including those at the request of the Archbishop.
- Oversees special projects related to new liturgical rites/norms/decrees (i.e. *General Instruction of the Roman Missal*, preparation for the *Roman Missal, Third Edition*, *Redemptionis Sacramentum*, *Summorum Pontificum*, *Order of Matrimony*, other rites of the Church).
- Oversees the writing and publishing of archdiocesan liturgical ministry resources/publications: *Celebrating Marriage*, *Preparing Funeral Liturgies*, *Eucharistic Adoration and Exposition Guidelines*, *Extraordinary Ministers of Holy Communion: A Parish Formation Program*, *A House of Salvation and Grace*, *Church Musician Employment & Salary Guidelines*, *Guidelines for Purchasing a New Organ*, and others as needed.
- At the request of the Archbishop, oversees development of diocesan liturgical guidelines; upon approval, communicates them to priests, deacons, and parish communities.
- Chairs the Archdiocesan Worship Commission and its sub-committees with the exception of: Environment and Art (Chair Rev. Ryan Ruiz, Director of Liturgy for the seminary who has ultimate authority in these matters), Music (Mr. Anthony DiCello, Archdiocesan Director of Music). Does Chair: RCIA Consultation Group, Revitalizing Sacramental Ministry; collaborates with committee chair persons, develops meeting agendas and attends meetings of the Worship Commission and its standing sub-committees; provides liturgical formation programs as advised by the Worship Commission and its sub-committees.
- In collaboration with the seminary Director of Liturgy (Rev. Ryan Ruiz – ultimate authority under the Archbishop) who chairs the AOC Environment and Art Committee, reviews architectural plans for new church buildings or renovations with pastor, liturgical designer, and architect; communicates recommendations to the Archbishop and ultimately to the pastor; upon request by the pastor, visits parishes and provides consultation on church building projects; assists parishes with questions regarding the dedication liturgies.
- Regularly communicates any upcoming events, liturgical announcements, and new guidelines with pastors, deacons, pastoral ministers, and parish members through Clergy Communications, AOC Worship Office web page, Worship Office monthly e-newsletter, mailings, and social media.
- Prepares annual Worship Office budget; oversees expenses and income of the Worship Office.
- Prepares reports for the Chancery regarding new members entering the Church, commissioning of Extraordinary Ministers of Holy Communion, and projects of the Worship Commission and its committees.

- Assists the Archbishop's Master of Ceremonies (Rev. Jason Williams) in planning and realization of Archdiocesan liturgies, i.e., the Chrism Mass, Rite of Election, World Peace Mass, Neophyte Mass; assists diocesan offices and seminary in cooperation with the Master of Ceremonies, with liturgical planning and preparation; assists with national convention/conference liturgies being celebrated in the Archdiocese upon request and with approval by Department Director/Archbishop.
- Prepares liturgical prayer resources such as Advent and Lenten Communal Penance Services, Prayers in Time of War, Year of Mercy liturgy resources, prayer for special events/times etc.
- Prepares annual liturgical calendar advisory; communicates to priests and parishes announcements and advisories regarding the liturgical year.
- Assures proper copyright procedures in place for diocesan annual licenses and other copyright needs as it pertains to liturgical music and other liturgical copyright licensing (i.e. ICEL, USCCB).
- Stays abreast of advisements from national liturgical organizations such as the Federation of Diocesan Liturgical Commissions and National Pastoral Musicians Association; interacts and collaborates with USCCB Committee for Divine Worship, other diocesan Offices of Worship, and publishing companies; stays informed about recent liturgical developments as communicated by the USCCB and the Holy See.

DESIRED QUALIFICATIONS:

- A minimum of a SLL, a STL in Sacramental Theology/Liturgy, or a Master's degree in Liturgy or Liturgical Studies with pastoral experience at the diocesan or parish level;
- Working knowledge of the Church's liturgical documents;
- Excellent communication skills, written and verbal;
- The ability to work with clergy, pastoral ministers and the lay faithful;
- The ability to develop necessary programming to meet the liturgical needs of the Archdiocese;
- Should be proficient in Microsoft Office and uses modern communications technology.

THIS POSITION IS: Full Time, 35 hours per week

***Employment is contingent on successful completion of all background checks and VIRTUS requirements.**

TO APPLY: Send cover letter, resume and employment application to:

**Department of Human Resources
Archdiocese of Cincinnati
100 E. Eighth St.
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AN EQUAL OPPORTUNITY EMPLOYER