

**INSTITUTE
FOR
MINISTRIES**



**DIOCESE
OF
PITTSBURGH**

Interim

**Hiring Handbook
For
Parish Lay
Ecclesial Ministers**

- Director/Coordinator of Religious Education
- Director of Music Ministries
- Elementary School Principal
- Parish Business Manager
- Parish Social Minister
- Pastoral Associate
- Youth Minister

Issued: March, 1999

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Hiring Handbook for Parish Lay Ecclesial Ministers

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INTERIM HANDBOOK

The revised *Hiring Handbook for Parish Lay Ecclesial Ministers* was reviewed by the Priests' Council at a meeting on September 23, 2010. At that time, the Priests' Council also considered a proposal to develop a template for parish personnel policies. The Priests' Council requested that there be only one diocesan handbook which deals with personnel matters, such as hiring, contract, etc.

Thus, this *Hiring Handbook for Parish Lay Ecclesial Ministers* is published now as an INTERIM handbook until such time as the template for parish personnel policies is available.

INTRODUCTION

This Diocese of Pittsburgh Institute for Ministries *Hiring Handbook For Parish Lay Ecclesial Ministers* is a revision of the original Hiring Handbook which was promulgated in 1999.

The present *Hiring Handbook for Parish Lay Ecclesial Ministers* was revised under the responsibility of the Diocesan Institute for Ministries, but completed with much assistance from and collaboration with personnel from varied Diocesan Offices and Catholic Charities of the Diocese of Pittsburgh.

This handbook has been published first, to assist pastors* in selecting acceptable candidates for key leadership positions in the parish, and secondly, to formalize the terms of employment between the parish and the individual lay ecclesial ministers. As described in *Co-Workers in the Vineyard of the Lord*, lay ecclesial ministers are those whose ecclesial service is characterized by:

1. Authorization of the hierarchy to serve publicly in the local church;
2. Leadership in a particular area of ministry;
3. Close mutual collaboration with the pastoral ministry of bishops, priests, and deacons;
4. Preparation and formation appropriate to the level of assigned responsibilities.

* Note: The term "pastor" used throughout the text, is intended to be an inclusive term covering any person appointed by the Diocesan Bishop to serve as the legal representative of the parish as a public juridic person.

The profiles for lay ecclesial ministers are provided as helpful frames of reference, but do not constitute a job description. These profiles include all or some of the following elements:

- ◆ **Vision** for the ministry. This is the mission or purpose of the particular ministry role, as well as the beliefs and values upon which it is based.
- ◆ **Responsibilities and Tasks** for the ministry. *Worship, Education, Pastoral Services* and *Administration* serve as the four constant subdivisions.
- ◆ **Qualities** for the ministry. Specific qualities required for the position that are beyond those common to all pastoral ministers are listed.

- ◆ **Competencies and Skills** for the ministry. Specific competencies and skills required for the position that are beyond those common to all pastoral ministers are listed.
- ◆ **Formation, Training and Criteria for Readiness** for the ministry. The areas of experience required for the position that are beyond those common to all pastoral ministers are listed.
- ◆ **Referral** for the ministry. The department/office/corporation of the diocese from which more information can be gained is indicated.

The committee that revised the *Hiring Handbook for Parish Lay Ecclesial Ministers*, followed the recommendations in *Co-Workers in the Vineyard of the Lord* (USCCB, 2005) and identified standards and guidelines for those serving in the role of lay ecclesial minister. The specific guidelines and forms included in this *Hiring Handbook for Parish Lay Ecclesial Ministers* are for each of those positions which are recognized in the Diocese of Pittsburgh as Lay Ecclesial Ministry. In the Diocese of Pittsburgh, guidelines and forms are determined for the following positions which are recognized as Lay Ecclesial Ministry:

- | | |
|--|---------------------------|
| 1. Director/Coordinator of Religious Education | 5. Parish Social Minister |
| 2. Director of Music Ministries | 6. Pastoral Associate |
| 3. Elementary School Principal | 7. Youth Minister |
| 4. Parish Business Manager | |

Those guidelines and forms include the following: Benefits Guidelines, 2010 Salary Scale, Hiring Procedure - Pastor Checklist, Job Evaluation and Contracts. It should be noted that the information on the Parish Business Managers has been included in this *Hiring Handbook for Parish Lay Ecclesial Ministers* revision.

There is valuable information included in *Co-Workers in the Vineyard of the Lord* regarding both the relationship between the Lay Ecclesial Minister and the Diocesan Bishop as well as about the authorization of these Lay Ecclesial Ministers.

The following describes the role of the bishop in the authorization of Lay Ecclesial Ministers is described:

Just as the diocesan bishop oversees the preparation of priests and deacons of the diocese, he is rightly attentive to the proper preparations of the growing number of lay women and men who minister in the Church. This oversight includes attention to the selection of those who will serve and their adequate preparation. His authorization demonstrates to the community in which they serve that their work has his confidence and support (p. 55).

A description of this process of authorization is listed below:

Authorization is the process by which properly prepared lay men and women are given responsibilities for ecclesial ministry by competent Church authority. This process includes the following elements: acknowledgment of the competence of an individual for a specific ministerial role (often called “certification”); appoint-

ment of an individual to a specific position (in some dioceses called “commissioning”), along with a delineation of the obligations, responsibilities and authority of that position (and length of term, if specified); and finally an announcement of the appointment to the community that will be served by the lay ecclesial minister (p. 54).

In *The Church Alive*, Bishop Zubik’s first Pastoral Letter after he became the Bishop of the Diocese of Pittsburgh, he wrote extensively of *The Church: The Body of Christ* and *The Priesthood of the Baptized and the Priesthood of the Ordained*. The Bishop describes the importance of the lay vocation and focuses particularly on the role of lay ecclesial ministers and pastoral ministry. The Bishop also refers to the 2005 text from the USCCB, *Co-Workers in the Vineyard of the Lord*, and focuses on the “...necessary and rightful place of lay faithful who are appointed in the name of the Church to carry out formal ministry in the Church.” The Bishop continues, “In our local Church of Pittsburgh, we are in need of these ministers in order to sustain the quality of ministry that all of our faithful expect from the Church.” (p. 6).

Among these ministers the bishop includes: youth ministers, director/coordinator of religious education, liturgical and music ministers, pastoral associates, social service ministers and parish business managers (p.6).

The full use of the forms and procedures provided in the *Hiring Handbook for Parish Lay Ecclesial Ministers* occurs when a lay ecclesial minister is hired for the first time in a parish. However, because the expectation is that the contract will be renewed each year, the use of the job evaluation worksheet would be an annual event. These worksheets can facilitate a conversation about duties and responsibilities that might change, about the achievement of continuing education and ongoing formation objectives and about the compensation for the next contract year.

This *Hiring Handbook for Parish Lay Ecclesial Ministers* is provided to ensure the building up of the Catholic Church of Pittsburgh to spread the Gospel message of Jesus Christ. One way that this growth can be facilitated is when pastors and other diocesan personnel utilize the guidelines and forms provided in the *Hiring Handbook for Parish Lay Ecclesial Ministers* which are specific to each lay ecclesial ministry in the diocese. Effective use of this handbook will promote competent, effective and faith-filled ministry in the parishes and institutions of the Diocese of Pittsburgh.

COMMON GUIDELINES AND PRACTICES

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**BENEFITS GUIDELINES
DIOCESE OF PITTSBURGH
Director/Coordinator of Religious Education/Director of Music Ministries/
Parish Business Manager/Parish Social Minister/Pastoral Associate/Youth Minister
(for Elementary School Principals, see pages C9ff)**

PERSONAL BENEFITS

EMPLOYEES WHO ARE MEMBERS OF RELIGIOUS COMMUNITIES:

Benefits for Religious are in compliance with the *Compensation for Religious Handbook*. If questions arise, please contact Delegate for Religious at (412) 456-3067.

LAY EMPLOYEES:

THE FOLLOWING BENEFITS ARE TO BE PROVIDED TO ALL PARISH LAY ECCLESIAL MINISTERS:

FICA, Workers' Compensation, and Unemployment Compensation

THE FOLLOWING BENEFITS ARE TO BE PROVIDED TO ALL PARISH LAY ECCLESIAL MINISTERS WORKING MORE THAN 1,000 HOURS PER YEAR:

Life Insurance, Pension, Long Term Disability Insurance

THE FOLLOWING BENEFITS ARE TO BE PROVIDED TO ALL PARISH LAY ECCLESIAL MINISTERS WORKING MORE THAN 1,500 HOURS PER YEAR:

Individual or Family Health Insurance coverage, based on standard parish benefits package.

Individual or Family Dental Insurance coverage, based on standard parish benefits package.

MISCELLANEOUS PERSONAL BENEFITS:

Vacation time will be granted to all full-time 12* month parish ministers in the amount of twenty (20) days per contract year. These days are non-cumulative.

Vacation time will be granted to all full-time 10* month parish ministers in the amount of seventeen (17) days per contract year. These days are non-cumulative.

* Full-time parish ministers work an average of 40 hours per week each month of the contract period.

Holidays and holydays will be according to the practices which exist for the local parish.

The parish minister is entitled to a minimum of one full day off per calendar week.

Sick days are accrued at the rate of one (1) day of each month worked during the contract year. These days may be used for illness or for health-related appointments. Unused days may be accumulated up to a total of 60 work days. In the event of termination, these days are not reimbursed.

In the event of death in the immediate family (parent or guardian, child, spouse, parent-in-law, brother, sister, grandparent, grandchild, niece, nephew, sister-in-law or brother-in-law), bereavement leave with pay may be granted for a period of four (4) scheduled work days. Attendance at the funeral of non-immediate family members may be granted for a maximum paid leave of one day.

A maternity leave with pay will be granted for a period of six weeks after the birth or adoption of a child or children. An additional six weeks may be taken without pay. Five (5) birthing days will be granted to a father after the birth or adoption of a child or children. These five (5) birthing days must be taken within the first three (3) months after the birth or adoption. Health Insurance coverage (if applicable) will continue during this time.

Parish ministers will be granted time off for mandatory jury duty or court appearances. Parish ministers are entitled to full pay for each day of jury duty or for uncompensated time as a witness.

In the event a parish lay ecclesial minister chaperones an overnight retreat/outing, the parish lay ecclesial minister will be entitled to take the next working day off without being charged as a vacation day. If the retreat/outing is for three (3) or more days, the parish lay ecclesial minister will be entitled to the next two (2) working days off without being charged as vacation days. These days may not be carried over and used at a future time.

Except where Federal or State Law stipulates otherwise, an unpaid personal leave of absence of up to ninety (90) calendar days may be granted with the approval of, and at the discretion of, the pastor. Parish lay ecclesial ministers will be responsible for reimbursement of health and dental coverage (if applicable) to the parish.

Miscellaneous personal benefits should be granted on a prorated basis to part-time parish lay ecclesial ministers working over 1,000 hours per year.

PROFESSIONAL SUPPORT

The parish shall provide office, telephones and working space and support staff appropriate for the fulfillment of the responsibilities assigned. The specifics of these are to be negotiated.

Reimbursement for travel involved in the fulfillment of the assigned responsibilities will be at the IRS standard mileage rate.

The parish minister will be encouraged to attend diocesan continuing education programs as well as other conferences and conventions designed to continue her/his professional development and enrichment through appropriate paid free days for attendance. Participation in retreats and/or days of recollection is also encouraged. These developmental and enrichment activities shall be anticipated in advance and shall require approval of the pastor. Once approved, the parish will pay expenses incurred for such education. The parish minister is entitled to a minimum allowance of \$300 towards such programs per contract year.

Revised 3/6/2012

2012- 2013 SALARY SCALE

**Director/Coordinator of Religious Education / Director of Music Ministries /
Parish Business Manager / Parish Social Minister /
Pastoral Associate / Youth Minister**

12 MONTH SCHEDULE

Level	Points	Minimum	Midpoint	Maximum
1	0 - 39	\$20,692	\$25,826	\$30,960
2	40 - 79	\$24,425	\$30,492	\$36,562
3	80 - 119	\$28,782	\$35,938	\$43,093
4	120 - 159	\$33,916	\$42,316	\$50,716
5	160 - 200	\$39,983	\$49,940	\$59,895

10 MONTH SCHEDULE

Level	Points	Minimum	Midpoint	Maximum
1	0 - 39	\$17,176	\$21,436	\$25,697
2	40 - 79	\$20,273	\$25,309	\$30,346
3	80 - 119	\$23,888	\$29,829	\$35,770
4	120 - 159	\$28,149	\$35,123	\$42,096
5	160 - 200	\$33,185	\$41,449	\$49,715

NOTES REGARDING THE SALARY SCALE

After the initial placement, salary advancement is determined by reviewing the job responsibilities according to the Job Evaluation Form. The specific salary amount is reflective of mutual dialogue and agreement on the part of the pastor and minister.

The quality of the work, over and above the quantification of factor points, is also taken into consideration. This allows for acknowledgement of exceptional performance in program administration as well as local and/or national recognition for excellence.

This 2012 – 2013 salary scale was determined by using the figures for the 2011 – 2012 salary scale, computing 2.5% of the 2011 – 2012 salary scale and adding that increase to the 2011 – 2012 salary scale. This 2.5% increase was determined by using the pay adjustment recommended for midwestern cities by the National Association of Church Personnel Administrators (NACPA).

Salary Guidelines for Elementary School Principals

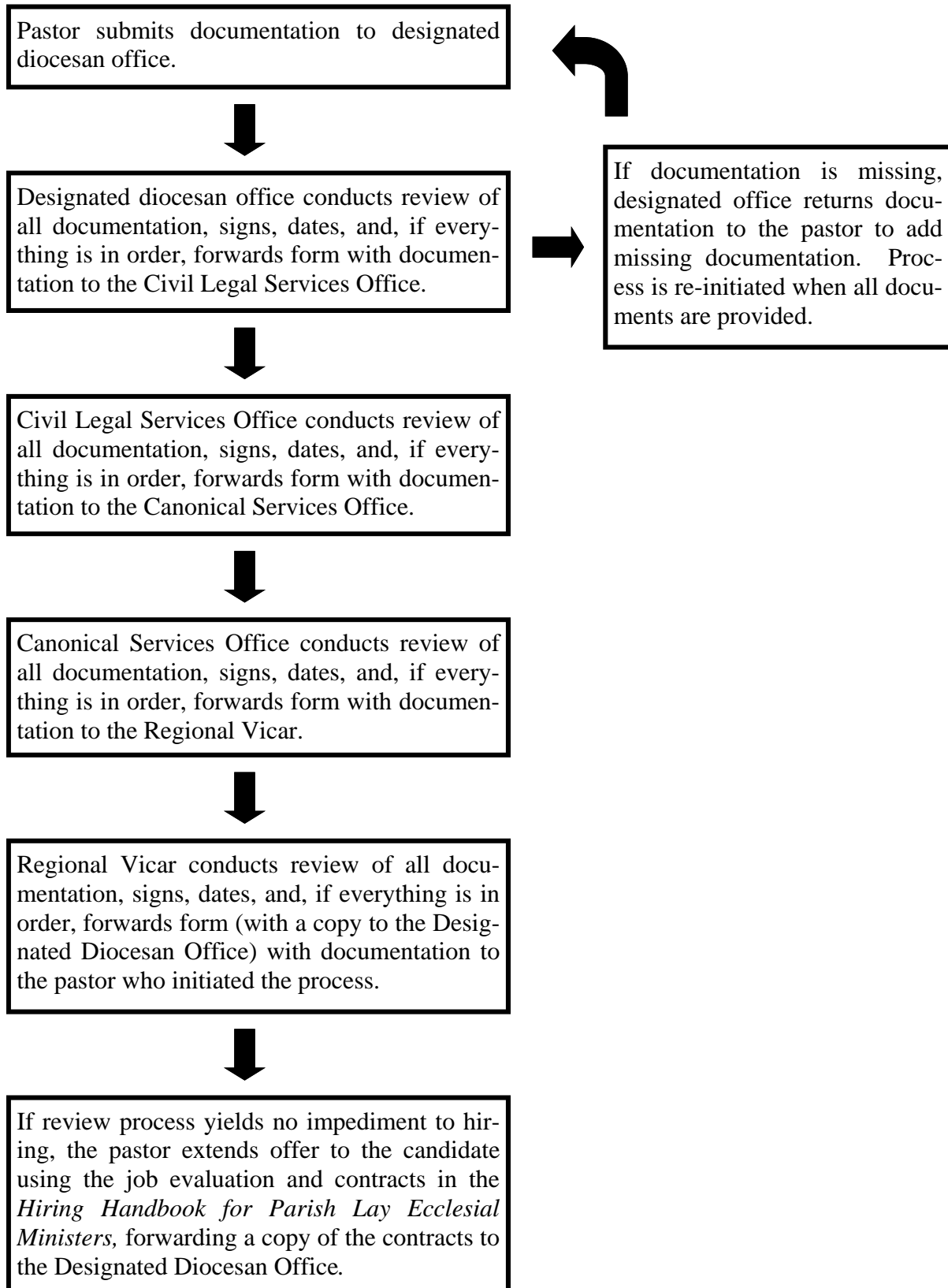
	2008-09		2009-10		2010-11		2011-12		2012-13		2013-14	
	Entry	1	2	3	4	5	6	7	8	9	10	11
Base 2007-2008	\$ 39,500											
Entry	\$ 40,000	\$ 40,871	\$ 41,668	\$ 42,468	\$ 43,268	\$ 44,068	\$ 44,868	\$ 45,668	\$ 46,468	\$ 47,268	\$ 48,068	\$ 48,868
1												
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Principals shall advance from their 2007-2008 salary level horizontally to each of the subsequent salary levels as shown above.

Longevity Increases	
15-20 Levels or years with Diocese	\$ 1,100
21-25 Levels or years with Diocese	\$ 1,300
Over 25 years with Diocese	\$ 1,600

Educational Credits	
MA/Ad Certificate	\$ 750
MA + 15 Credits	\$ 800
MA + 30 Credits	\$ 950
Ph.D.	\$ 1,200

DIOCESAN REVIEW PROCESS NEW LAY ECCLESIAL MINISTER



STEPS IN DIOCESAN REVIEW PROCESS

1. The pastor submits the complete packet of information on the candidate to the department or office which is designated on the first page of each section in the *Hiring Handbook for Parish Lay Ecclesial Ministers* to assist with the Review Process.

2. Review by Designated Office

The Designated Office conducts a review of the documents submitted for the candidate seeking the position in ministry.

_____ I have reviewed all documentation and **everything is in order.**

_____ I have reviewed all documentation and the **candidate does not meet all of the diocesan requirements.** (Comment below.)

Comments: _____

SIGNATURE OF DEPARTMENT HEAD TITLE DATE

This review must be completed in two (2) business days and forwarded to the Civil Legal Services Office.

3. Review by Civil Legal Services Office

The Civil Legal Services Office conducts a review to determine if there is any criminal or civil matter which would prohibit the person from being considered for this position in ministry.

_____ I have reviewed all documentation and **there are no known criminal or civil obstacles** to ministry employment in the Diocese of Pittsburgh.

_____ I have reviewed all documentation and **there is a known criminal and/or civil obstacle** to ministry employment in the Diocese of Pittsburgh. At this time, this person is prohibited from being considered for ministry employment in the Diocese of Pittsburgh. Please contact me if further discussion is desired.

Comments: _____

SIGNATURE OF CIVIL LEGAL SERVICES TITLE DATE

This review must be completed in two (2) business days and forwarded to the Canonical Services Office.

4. Review by Canonical Services Office

The Canonical Services Office conducts a review to determine if there are any canonical penalties or restrictions which would prohibit the person from being considered for this position in ministry.

_____ I have reviewed all documentation and **there are no canonical penalties or restrictions** to ministry employment in the Diocese of Pittsburgh.

_____ I have reviewed all documentation and **there are canonical penalties and/or restrictions** to ministry employment in the Diocese of Pittsburgh. At this time, this person is prohibited from being considered for ministry employment in the Diocese of Pittsburgh. Please contact me if further discussion is desired.

Comments: _____

 SIGNATURE OF DIRECTOR/ASSISTANT TITLE DATE

This review must be completed in two (2) business days and forwarded to the Regional Vicar.

5. Review by Regional Vicar

The Regional Vicar conducts a review to determine if, to the best of his ability, he knows if this person’s reputation or behavior would prohibit the person from being considered for this position in ministry.

_____ I have reviewed all documentation and inquired informally whether this person’s reputation or behavior would prohibit this person from employment in ministry in the Diocese of Pittsburgh. **I have not found anything** that would prohibit the person from being considered for ministry employment in the Diocese of Pittsburgh.

_____ I have reviewed all documentation and inquired informally whether this person’s reputation or behavior would prohibit this person from employment in ministry in the Diocese of Pittsburgh. **I have found that there is a serious concern about this person that would prohibit the person from being considered for ministry employment in the Diocese of Pittsburgh.**

Comments: _____

 SIGNATURE OF REGIONAL VICAR TITLE DATE

This review must be completed in two (2) business days and forwarded to the Pastor who wishes to hire the candidate, with a copy sent to the Designated Diocesan Office.

6. The Pastor reviews the documentation and comments resulting from the review and if process yields no impediment to hiring, extends offer using the job evaluation and contract in the *Hiring Handbook for Parish Lay Ecclesial Ministers*, with a copy of the contract sent to the Designated Diocesan Office.

Section A

DIRECTOR/COORDINATOR OF RELIGIOUS EDUCATION

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Job Evaluation Worksheet.....	A9
Contract.....	A15

Referral

In the Diocese of Pittsburgh, inquires about this ministry should be addressed to: Director, Department for Religious Education, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222-1618, (412) 456-3112.

Director/Coordinator of Religious Education

This profile is exclusively that of a Director for Religious Education (DRE) or a Coordinator for Religious Education (CRE) who, in most parishes, is understood to be responsible for the total religious education program of the parish. A Director for Religious Education (DRE) is a parish lay ecclesial minister who has acquired a master's degree (specialized training) in religious studies, theology and related areas; a Coordinator for Religious Education (CRE) has obtained a bachelor's degree in the area of education, theology and/or religious education.

In the Diocese of Pittsburgh, a program manager is one who does not have an academic degree in any of the above areas or has a degree in an unrelated field.

Vision

Directors for Religious Education (DRE) and Coordinators for Religious Education (CRE) provide leadership in the design and implementation of programs for adults, youth and children to assist in building a solid foundation for age appropriate spirituality, Christian living and service. They assist parishioners to respond more fully to their baptismal call to word, worship and service. Directors for Religious Education (DRE) also serve as master catechists for the diocese when and if appointed to do so.

Responsibilities and Tasks

Worship

The Director/Coordinator for Religious Education:

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

Education

The Director/Coordinator for Religious Education:

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

Pastoral Services

The Director/Coordinator for Religious Education:

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

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

Administration

The Director/Coordinator for Religious Education:

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

Qualities

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

Competencies and Skills

The Director/Coordinator for Religious Education:

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

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

Formation, Training and Criteria for Readiness

Educational Preparation

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

Catechetical Preparation

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

Administrative Experience

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

Safe Environments 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.

Cardinal's Clause

A signed copy of the Cardinal's Clause must be kept on file for all Directors and Coordinators of Religious Education.

HIRING PROCEDURE - PASTOR CHECKLIST FOR DIRECTOR/COORDINATOR OF RELIGIOUS EDUCATION

STEP ONE: WHEN A VACANCY OCCURS - The Pastor:

- _____ Notifies the Department for Religious Education, Office for Catechetical Ministries, of a vacancy and requests (a) resumes of candidates who have applied to the Office for Catechetical Ministries (b) sample job descriptions and (c) sample interview questions if needed.
- _____ Convenes a hiring committee at the parish or interviews the candidate solely himself. The Director of the Office for Catechetical Ministries may be invited to participate in the interviews.
- _____ Identifies the preferred candidate to serve as Director/Coordinator of Religious Education and notifies the Department for Religious Education.
- _____ Refers the preferred candidate to the Office for Catechetical Ministries for the Perceiver Interview.

STEP TWO: VALIDATING THE CANDIDATE- The Pastor:

- _____ Submits the required documentation for the preferred candidate to the Office for Catechetical Ministries:
 1. Results of the Perceiver Interview
 2. Current resume
 3. Copies of sacramental records
 4. Academic transcripts
 5. Three letters of recommendation (to include one from the candidate's pastor stating the person is a Catholic in good standing)
 6. Clearances (criminal record and child abuse history)
 7. *Protecting God's Children* attendance certificate
 8. A copy of the signed Code of Pastoral Conduct
 9. A copy of the signed Cardinal's Clause
- _____ Requests that the Department for Religious Education and other appropriate diocesan offices complete an internal review of the candidate's canonical and civil legal status.
- _____ Requests that, upon completion of internal review, the Regional Vicar notify the Pastor of approval/disapproval of recommended candidate with a copy of the notification sent to the Diocesan Director of the Department for Religious Education.

STEP THREE: FORMALIZING THE POSITION- The Pastor:

- _____ Meets with the approved candidate and, using this hiring handbook, discusses compensation, benefit package, and job description. Then, the one-year contract is signed by both parties.
- _____ Sends a copy of the signed contract to the Director of the Office for Catechetical Ministries, Department for Religious Education.
- _____ Requests that the approved candidate, under the direction of the parish Safe Environment Coordinator, is entered into the Diocesan Database.
- _____ Ensures that the approved candidate is introduced to the parish community.
- _____ Notifies the Diocesan Payroll Office to have the approved candidate added to the parish payroll.

JOB EVALUATION WORK SHEET

DRE/CRE _____

PARISH _____

PASTOR _____

DATE _____

STEP ONE: In dialogue with your pastor, determine your job evaluation points using the following factors.

STEP TWO: Add up your total points.

Factor ONE	_____	Education (maximum points 50)
Factor TWO	_____	Experience (maximum points 50)
Factor THREE	_____	Responsibilities and Tasks (maximum points 100)
TOTAL	_____	(maximum points 200)

STEP THREE: Convert your total points to a classification level.

Total points	Level
0 - 39	1
40 - 79	2
80 - 119	3
120 - 159	4
160 - 200	5

STEP FOUR: Relate the Classification Level to the salary scale for Lay Directors of Religious Education. Where you fall in salary, between minimum and maximum, is a reflection of the number of points and the quality of your work.

FACTOR ONE - EDUCATION

Complete Parts A and B

(Maximum points 50)

PART A: Formal Education (Circle only the highest level attained)

	<u>Points</u>
BS or BA, non-religious major	10
BS or BA, theology major or relevant to position (education, communication, or administration)	20
18 credit hours towards Master’s Degree	30
Master’s Degree relevant to position (theology, religious education, pastoral studies)	40
2 Master’s Degrees, a Master’s of Divinity, or 36 post graduate hours related to position	45
Doctorate of Ministry or Theology, or related to position	50

PART B: On-going Formation

It is expected that each DRE/CRE is to attend diocesan sponsored updating workshops, and other programs for professional enrichment.

List programs and date of classes taken in previous year. Each 5 hours of class/seminar/ workshop is equal to 1 point. A credited college course is equal to 3 points. Cannot exceed 10 points.

Date	Class/Seminar/Worship	Points
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL POINTS FOR FACTOR ONE: EDUCATION
(not to exceed 50 points) _____

FACTOR TWO - EXPERIENCE Complete Parts A, B and C (Maximum points 50)

PART A: Previous experience as a DRE or CRE in any diocese

<u>Years</u>	<u>Full Time</u>	<u>Part Time</u>
1-3 completed years	10	5
4-6 completed years	20	10
7-9 completed years	30	15
10-12 completed years	40	20
13-15 completed years	45	23
over 16 completed years	50	25

Total _____

PART B: Previous experience in other parish ministry such as Teacher, Principal, Religion Department Chair, Pastoral Associate, or Religious Community Administration). (To qualify for previous experience points, part time work must have been for a minimum of 20 hours per week, year round.)

Specify previous experience in other ministry:

<u>Experience</u>	<u>Full Time</u>	<u>Part Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total years experience	_____	_____

Circle points for total years full time and part time experience.

<u>Years</u>	<u>Full Time</u>	<u>Part Time</u>
1-3 completed years	3	2
4-6 completed years	5	3
7-10 completed years	10	6
10+ completed years	15	8

Total _____

PART C: Part time volunteer experience in religious education program.

<u>Years</u>	<u>Program Coordinator</u>	<u>Certified Catechist</u>
1-3 completed years	2	1
4-6 completed years	3	2
7-10 completed years	4	3
10+ completed years	5	4
Total	_____	

TOTAL POINTS FOR FACTOR TWO: EXPERIENCE (not to exceed 50 points)

FACTOR THREE - RESPONSIBILITIES AND TASKS Complete Parts A, B, and C (Maximum points 100)

PART A: Planning/assessing and evaluating programs. (Circle ALL that apply)

<u>Basic Religious Education Programs</u>	<u>Points</u>
Elementary (K-8) 1 - 150 Students	10
151 - 300 Students	15
301 + Students	20
Sacramental 1 - 75 Students	5
(Reconciliation, Eucharist and Confirmation) 76 - 150 Students	10
151 + Students	15
Middle School Ministry	3
High School Religious Education	5
Youth Ministry Program	5
Adult Education *	1- 6
Pre-school	3
Children's Catechumenate *	2 - 10
RCIA *	5 - 10
Baptismal preparation *	2 - 6
Pre-marriage preparation	2
Other (specify)	2

*Points in this area are to be mutually agreed upon by pastor and DRE/CRE in light of number of people, number of hours, and intensity of program.

PART B: Recruiting/training/supervising staff (Circle ALL that apply)

	<u>Number</u>	<u>Points</u>
Catechists		
(Includes basic religious education K-8, sacramental Preparation, middle school ministry, high school, youth ministry and children’s catechumenate)	1 - 15	6
	16 - 30	12
	31 +	18
Other paid religious education staff one point per person		—
Aides and others		2

PART C: Responsibilities (Circle ALL that apply)

	<u>Points</u>
Writes, designs and implements catechetical material	3
Conducts programs in a second language	3
Resources the parish school for religious education	3
Is Lay District Director	3
Participates in parish staff meetings	2
Participates in diocesan committees	2
Oversees inclusive education	2
Provides formation for parish school catechists	2
Provides formation for other parish ministers	2
Collaborates with parish education committee and/or pastoral council committees	2
Conducts liturgical planning	2
Plans and designs retreats	2
Is responsible for Vacation Bible School	2
Oversees Children’s Liturgy of the Word	2
Participates in District/Vicariate meetings	1
Belongs to regional or national professional organization	1
Is present at weekend parish liturgies	1
Assumes secretarial responsibilities **	1 - 3
Assists in maintaining facility **	1 - 3

**Points in this area are to be mutually agreed upon by pastor and DRE/CRE in light of number of hours and number of duties.

TOTAL POINTS FOR FACTOR THREE: RESPONSIBILITIES AND TASKS
(not to exceed 100 points) _____

**CONTRACT FOR
DIRECTOR/COORDINATOR OF RELIGIOUS EDUCATION**

This contract, made and entered into this _____ day of _____, _____ by and between _____ **Employer** and _____ party of the second part, hereinafter referred to as **DRE/CRE**.

WITNESSETH, that the parties hereto, in consideration of the mutual promises and covenants hereinafter contained and intending to be legally bound thereby, agree as follows:

1. DRE/CRE agrees to serve as Director/Coordinator of Religious Education for the afore-said Parish for a term commencing _____ and ending _____. The term of this contract may not exceed twelve (12) months.
2. _____ Parish is the sole and exclusive Employer of the DRE/CRE for purposes of this Contract and any rights and duties created herein. All references to the Diocese of Pittsburgh are as a religious body only, and not as Employer of the DRE/CRE.
3. The DRE/CRE agrees to perform the duties set forth in this contract for the supervision and administration of a Catechetical program in Parish for the term of this contract. The DRE/CRE agrees to perform his/her duties as set forth in the Job Evaluation Work Sheet and Benefits Guidelines, which are attached hereto and made a part hereof.

As a condition precedent to this contract, the DRE/CRE will supply to the PARISH the appropriate State Police Clearance Form and the Department of Public Welfare Clearance Form, and/or any other clearances which may, from time to time, be required by the Diocese of Pittsburgh.

4. The DRE/CRE agrees to perform such duties for the entire contract term, and to be available for faculty meetings and other consultations with the parish administration, parents or pupils as required.
5. DRE/CRE agrees that should he or she work only a fraction of the contract term, the total salary and benefits due DRE/CRE under this agreement shall be a proration of DRE/CRE's total gross salary and benefits for that portion of service rendered.
6. Employer reserves the right to terminate DRE/CRE for cause during the term of this contract. Cause shall include, by way of example and without being limited to, incompetency, insubordination, neglect of duty, and failure to perform in accordance with the terms and conditions of employment as specified by Employer. Any dismissal for "cause" must be in writing specifying the reason for the dismissal.

7. The DRE/CRE recognizes the religious nature of the Diocese of Pittsburgh and agrees that the Employer has the right to dismiss the DRE/CRE for serious public immorality, public scandal, or public rejection of the teachings, doctrine or laws of the Roman Catholic Church, thereby terminating any and all rights that the DRE/CRE may have hereunder, subject, however, to the personal due process promulgated by the Roman Catholic Church.

Examples of the violation of this clause would include, but are not limited to, participation by the DRE/CRE in a marriage which is not recognized as being valid by the Roman Catholic Church, support of activities which espouse beliefs contrary to Catholic Church teachings and laws such as advocacy of a practice such as abortion, or the holding up to doubt or question the official teachings, doctrine or laws of the Catholic Church.

8. The DRE/CRE and the Employer agree that they will provide to each other sixty (60) calendar days written notice prior to the end of the contract whether each wishes to renew this agreement. The purpose of reciprocal notice is for planning purposes. This is a contract for a specified term and is not automatically renewable, nor are there any inherent rights of renewal.
9. Employer agrees to pay DRE/CRE for the performance of his or her duties the total gross salary of \$_____, payable in _____ equal monthly installments beginning the _____ day of _____. From this gross amount such deductions as are required by law, or authorized by DRE/CRE, will be made.

These dates are for purposes of payment only. The contractual term shall be as described in Paragraph 1 above. As a matter of social justice, this pay rate shall not, without serious reason, deviate from the pay scale for DRE/CRE recommended by the Diocese of Pittsburgh.

10. In keeping with the Benefits Guidelines listed in the 2011 Hiring Handbook, the Employer agrees that so long as DRE/CRE remains an employee in good standing and in compliance with the terms hereof, employer shall provide the following benefits to DRE/CRE: (strike out what is inapplicable, and have the DRE/CRE sign margin) Health Care Coverage, Life Insurance, Dental Plan, Pension Plan and Disability Coverage as specified in the Insurance Booklet explaining such programs and in accordance with the eligibility requirements therein contained. DRE/CRE is entitled to at least \$1,700.00 compensation in lieu of acceptance of Diocesan sponsored Health Care Coverage.
11. In regard to a disagreement concerning this contract, remedies must first be sought through the Office of Administrative Procedures of the Diocese of Pittsburgh. If the disagreement is not resolved through this action, with the exception of the statements listed in number 7 in regard to religious matters over which civil laws have no jurisdiction, a party of this agreement may bring a civil action or seek administrative relief in civil law from the other party for breach of this contract or for other reasons arising out of the employment relationship.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Director/Coordinator

Pastor

Date

Date

N.B. This Agreement has been drafted after consultation with the Institute for Ministries and the respective offices involved in supporting this ministry. Unless there is a compelling reason to do so, this contract should not be altered. Any alteration should be reviewed with the Institute for Ministries and the Diocesan Legal Office.

Section B

DIRECTOR OF MUSIC MINISTRIES

Ministry Profile..... B3

Hiring Procedure - Pastor Checklist..... B13

Guide for Employment..... B15

Job Evaluation Worksheet..... B21

Contract..... B27

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be addressed to: Director, Office for Music Ministry, Diocese of Pittsburgh, 2900 Noblestown Road, Pittsburgh, PA 15205-4227, (412) 921-5800, ext. 36.

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

Director of Music Ministries

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

Vision

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

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

Responsibilities and Tasks

Worship

The Director of Music Ministries:

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

Education

The Director of Music Ministries:

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

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

Pastoral Services

The Director of Music Ministries:

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

Administration

The Director of Music Ministries:

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

Qualities

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

Competencies and Skills

The Director of Music Ministries:

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

Formation, Training and Criteria for Readiness

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

Safe Environments 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 and a signed copy of the Code of Pastoral Conduct.

Coordinator of Liturgy (available for reference)

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

Vision

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

Responsibilities and Tasks

Worship

The Coordinator of Liturgy:

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

Education

The Coordinator of Liturgy:

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

Pastoral Services

The Coordinator of Liturgy:

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

Administration

The Coordinator of Liturgy:

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

Qualities

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

Competencies and Skills

The Coordinator of Liturgy:

1. Has an in-depth understanding of the theology and history of sacramental and liturgical practices.
2. Is knowledgeable of the historical and pastoral development of the Liturgical Year.
3. Is knowledgeable of the relationship between religion and culture and of the relationship between ecclesiastical spirituality and liturgy/devotional expressions of popular piety.
4. Has a firm and current knowledge of the Church's liturgical documents and norms.

5. Has a basic understanding of the Church's liturgical ministries and arts.

Formation, Training and Criteria for Readiness

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

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

Safe Environments 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 and a signed copy of the Code of Pastoral Conduct.

Organist (available for reference)

* WHILE AN ORGANIST IS NOT A PARISH LAY ECCLESIAL MINISTER, MATERIALS FOR DETERMINING CONTRACTUAL ARRANGEMENTS ARE INCLUDED HERE FOR THE CONVENIENCE OF THE PASTOR.

Vision

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

Responsibilities and Tasks

The Organist:

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

Formation, Training and Criteria for Readiness

The Organist is a liturgical minister who:

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

Safe Environments 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 and a signed copy of the Code of Pastoral Conduct.

HIRING PROCEDURE - PASTOR CHECKLIST FOR DIRECTOR OF MUSIC MINISTRIES

STEP ONE: WHEN A VACANCY OCCURS - The Pastor:

- _____ Notifies the Office for Music Ministry of a vacancy. He/she may also advertise the vacancy in *The Parish Musician* newsletter.
- _____ Reviews resumes and pertinent information concerning candidates, and then chooses one or more candidates for an interview/audition.
- _____ Interviews/auditions candidate(s). Selected members of the staff, parish music ministry, and/or parish pastoral council members may assist with the interview. Upon request, the Director of the Office for Music Ministry participates in the interviews/auditions.
- _____ Selects the preferred candidate to serve as Director of Music Ministries.

STEP TWO: VALIDATING THE CANDIDATE- The Pastor:

- _____ Notifies the Office for Music Ministry of the name of the preferred candidate, and sends the Office for Music Ministry the following required documentation:
 1. Current resume
 2. Three letters of recommendation
 3. Criminal Record clearance
 4. Child Abuse History clearance
 5. Protecting God's Children attendance certificate
 6. Signed Code of Pastoral Conduct
- _____ Requests that the Music Ministry and other appropriate diocesan offices complete an internal review of the candidate.
- _____ Requests that, upon completion of the internal review process, the Regional Vicar notify the Pastor of approval/disapproval of the recommended candidate with a copy of the notification sent to the Diocesan Director of the Office for Music Ministry.

STEP THREE: FORMALIZING THE POSITION- The Pastor:

- _____ Meets with the approved candidate and, using this hiring handbook, discusses compensation, benefit package, and job description.
- _____ Offers to the approved candidate and requests that candidate sign a one year contract taken from this hiring handbook.
- _____ Sends a copy of the contract to the Office for Music Ministry.
- _____ Requests that the approved candidate, under the direction of the Parish Safe Environment Coordinator, is entered into the Diocesan Database.
- _____ Ensures that the approved candidate is introduced to the parish.
- _____ Notifies the Diocesan Payroll Office to have the approved candidate added to the parish payroll.

DIRECTOR OF MUSIC MINISTRIES GUIDE FOR EMPLOYMENT

The Office for Music Ministry is frequently consulted for advice and guidance in matters relating to the employment of church music ministers. The following guidelines were formulated to help define the salary and role of a parish Director of Music Ministries, and were initially endorsed by the Diocese of Pittsburgh Worship Office, Music Office, Priest Council, and the Pittsburgh Chapter of the National Association of Pastoral Musicians.

MUSIC MINISTRY

Musical prayer, an integral part of worship, is most effectively ministered by a person trained in the many skills and responsibilities of the vocation. These skills encompass musical, liturgical, and interpersonal abilities. There is a great difference between an employee who might perform music at parish liturgies and a real Director of Music Ministries who, through their total commitment to ministry, touches the lives of all parishioners by working closely with the parish team to build the church in all areas, including music.

Training for parish music ministry is gained through a college degree in music or through a certificate program in liturgical music, and other formative experiences. Through this kind of training, a parish musician has proven that he or she learned the basic skills necessary to effectively lead a parish music program. Formal musical training can be obtained at many local, national, and international colleges and universities. Certificate opportunities are available through the American Guild of Organists (AGO) and the National Association of Pastoral Musicians (NPM). While certificates do not take the place of a college degree, they do attest to the attainment of a very high level of competence.

A church musician should be well informed of advancements and new trends in the field of church music. Pittsburgh boasts active chapters of both NPM and AGO. A church musician should consider being a member of these organizations, as well as the Director of Music Ministries Division (DMMD) of NPM. In addition, every parish musician should be on the mailing list for the Pittsburgh diocesan newsletter, "The Parish Musician."

SEVERAL IMPORTANT QUESTIONS

1. Is the Parish Director of Music Ministries full-time?

Try to estimate the hours per week that a church musician must spend to fulfill his or her obligations to the parish. Include in this estimate the number of hours spent "on the bench" during liturgies, holy days, civic holidays, and the special seasons of Christmas and Easter; rehearsal time for choirs, cantors, and instrumentalists; clerical and administrative time; staff, worship, and other meetings and planning time; consultation with wedding couples; research of new music; continuing education; and practice time. Yes, the parish should pay the musician to practice!

It would be difficult to assign a dollar-per-hour amount for the musician's work since so many different tasks are involved. For example, an hour of clerical work cannot compare to an hour

of work spent on the bench. For this reason, a musician's weekly workload and schedule must remain flexible in order to give the appropriate time to the task that is necessary at that particular moment.

A calculation of hours per week does not give the full picture of a church musician's time spent on the job. One must take into account that a church musician's weekly schedule is not as predictable as a 9-5 job, Monday through Friday. Most of the musician's "prime time" at rehearsals and liturgies is spent during evening and weekend hours. Although church musicians know the kind of schedule that will be necessary in church work before they are hired, the church musician's schedule does represent a sacrifice of some prime family time to the ministry of church music.

2. What if the Director of Music Ministries is routinely spending more than 40 hours per week on parish duties?

If this is happening regularly, especially in large and active parishes, it would be helpful to provide assistance to the Director of Music Ministries by way of a part-time musician or secretary to assist with the workload.

3. Is the Director of Music Ministries worth this salary?

The salary scale that is part of this *Hiring Handbook for Parish Lay Ecclesial Ministers* is the Diocesan-established scale that is the same for other parish ministers. A church musician's contract is for twelve months of service per year, as compared to some other paid parish staff members who may have an annual ten-month contract. This is an important fact to remember when comparing salary scales. The parish Director of Music Ministries should receive a salary that does not necessitate the need for a second part-time supplementary job "to make ends meet."

Although church work is an honorable vocation, we must be able to live in our economy and times. There is a serious shortage of qualified church musicians. Many college church music degree programs are closing. Young students are not entering these programs for reasons of low pay, lack of job security and stability, and demanding schedule and working conditions. Since musical liturgy is the norm and a priority, the parish should be ready to deal with these issues to the mutual satisfaction of both the Director of Music Ministries and the parish. In this way the future of liturgical music and musicians will be able to be nurtured in our parish communities.

A DEFINITION OF TERMS

The **Director or Music Ministries** is the person responsible for planning, coordinating, and executing the music for worship. This person also serves as the music resource person for the parish and parish staff.

Full-time is defined as 40 hours per week, based on Diocesan norms.

Living wage is defined as salary and benefits enabling the Director of Music Ministries to establish and properly maintain him or her in the contemporary American economy, and provides a secure income for retirement. The Director of Music Ministries should be able to afford to live in the parish boundaries on that salary if he or she chooses to do so.

Experience is the years of service in a parish as full-time Director of Music Ministries. Other part-time experience should be pro-rated by the parish and musician.

Education for the Director of Music Ministries is defined as a Bachelor's Degree in Music, a Master's Degree in Music or Liturgy, or a combination of the two; or a Liturgical Music Certificate of approximately 20 college credits. Other music degree programs that are not geared specifically to church music ministry need to be carefully evaluated when determining training and years of experience. Music education and performance-oriented degrees usually do not require the same course work taught in a church music degree program (although church music courses may be taken as electives.)

Course work relating to church music ministry includes instruction in Roman Catholic liturgy, theology, church history, choir training, hymnody, administration, and performance skills in organ, piano, and voice. A parish should insist that a musician acquire an education in the aforementioned areas.

CONTRACT AND JOB DESCRIPTION FOR A PART-TIME MUSICIAN

The diocesan recommended Job Description and Contract are primarily directed toward a full-time parish Director of Music Ministries. However, many parishes are unable to hire a full-time director, and combine the position with that of liturgy coordinator, school music teacher, or some other parish position. In other instances, the parish musician is part-time.

The diocesan recommended Job Description and Contract can be useful in determining a job description and contract for a part-time musician. In this case, it is necessary to specify those elements from the full-time Job Description that will be performed by the part-time person. This is particularly important for the part-time musician who often tries to fulfill all the responsibilities of a full-time Director of Music Ministries in a twenty-hour agreement, only to find himself or herself overworked, especially around major feasts and seasons. In addition, from the employer's point of view, this job description indicates the activities for which the part-time person is clearly held accountable.

To develop a job description and contract for a **part-time** Director of Music Ministries:

1. Carefully read the sample Job Description and Contract for full-time Directors of Music Ministry.
2. Make a list of all the tasks required by the parish, and indicate those items for which the part-time musician will be responsible. The "Job Evaluation Worksheet" can be of help to determine part-time salary and responsibilities.
3. A written Job Description should be made available to applicants.
4. After negotiation, the final Job Description and Contract between the parish and the part-time musician should be signed by the Pastor and the Director of Music Ministries.

A SAMPLE JOB DESCRIPTION **for the Director of Music Ministries and Organist for [Parish Name]**

(This should be customized to the needs of each Parish and Music Minister.)

1. The goals for the DIRECTOR OF MUSIC MINISTRIES are:
To help develop a prayerful, singing assembly through celebration, preparation, and evaluation, through education and personal ministry.

With the cooperation and assistance of all the parish ministers, the DIRECTOR OF MUSIC MINISTRIES will support the Gospel message through song, and challenge the assembly to live it more fully.
2. The DIRECTOR OF MUSIC MINISTRIES will be responsible for all the music associated with worship. The regular liturgical celebrations this year will be:
 - A. Eucharistic celebrations on 52 weekends (*List the regular mass schedule for which the musician will be responsible.*)
 - B. The Easter Triduum: Holy Thursday, Good Friday, Easter Vigil
 - C. The Holy Days of Obligation (*How many this year?*)
 - D. Thanksgiving Day, and other days mutually-agreed upon (*Make a careful listing of all liturgical feasts and civil holidays agreed upon.*)
 - E. Communal Sacramental celebrations of Confirmation; First Eucharist; Reconciliation; Baptism; Anointing of the Sick
 - F. Wedding and Funeral Liturgies
 - G. The following special liturgies: School Liturgies; Eucharistic Adoration and Benediction; Stations of the Cross; Eucharistic Day; Parish Renewal
3. The DIRECTOR OF MUSIC MINISTRIES will also be responsible:
 - A. to recruit, train, and schedule the parish cantors.
 - B. to recruit, train, and schedule the parish choir(s).
 - C. to supervise and coordinate the assisting musicians who serve on a regular basis. (*A written job description and contract should be provided for other musicians who serve on a regular basis, e.g. an assistant organist, pianist, instrumentalist.*)
 - D. to rehearse musicians brought in to participate in our liturgy.
 - E. to communicate musical selections to each presider.
 - F. to schedule and coordinate occasional concerts of sacred music in the church.
 - G. to develop an ongoing plan for the implementation of new assembly repertoire connected with our worship aid.
4. During this contract year, in addition to the general duties and responsibilities, the DIRECTOR OF MUSIC MINISTRIES shall be responsible for the following:
(Examples of some of the items that might be mentioned:)
 - A. Special liturgical celebrations, e.g. Ordination of a Deacon, the Pastor's 25th Anniversary
 - B. Starting an additional choir or ensemble
 - C. Preparing music guidelines for parish Weddings and Funerals

5. The DIRECTOR OF MUSIC MINISTRIES is directly responsible to the Pastor.
6. The DIRECTOR OF MUSIC MINISTRIES will be responsible to attend meetings of the following (*for example*): Parish Staff, Pastoral Council, Liturgy Committee
7. The DIRECTOR OF MUSIC MINISTRIES is responsible for participating in the parish budget process by:
 - A. Preparing a yearly music budget
 - B. Submitting a budget to the Pastor and the Parish Finance Council
 - C. Participating in the budget revision process
8. The DIRECTOR OF MUSIC MINISTRIES shall continue education in music and liturgy.
9. Other areas that could be discussed and negotiated:
 - A. Exact number or schedule of para-liturgical services
 - B. Fees for Weddings and Funerals (if not included in the salary)
 - C. Guidelines for Weddings and Funerals (e.g. music choices; guest musicians)
 - D. Fee for substitute musicians, and how they will be paid
 - E. Budget provisions for maintenance of parish musical instruments
 - F. Budget provisions for gifts customarily given to music ministers at Christmas, and budget for social gatherings (e.g. choir parties)
 - G. Budget for unforeseen necessities, such as major repairs to the organ, or instrumentalist for an unforeseen special celebration
 - H. Parish expectation for scheduling of choirs (e.g. Do choirs sing and rehearse during the summer months?)
 - I. The availability of parish facilities for meetings and gatherings arranged by the DIRECTOR OF MUSIC MINISTRIES of local musical organizations (e.g. Diocesan events, NPM, DMMD, AGO)
 - J. The Parish may desire a candidate at a certain degree level, but finds a person who lacks that degree to be the proper choice for the Parish community due to experience and talent. Should this be the case, the Parish should consider remaining committed to the salary level of the hoped-for degree, and allocate additional monies for the continuing education of the Parish Musician, in addition to the regular agreed upon amount allowed in the contract for conventions and continuing education.

ADDITIONAL RESOURCES

The national office of the National Association of Pastoral Musicians (www.npm.org/) publishes the following additional materials that may be of help in hiring a Parish Musician:

- *Hiring a Director of Music: A Handbook and Guide (Revised edition, 2006)*
- *The Director of Music Ministries in the Parish: Work and Remuneration*
- *An NPM Workbook: Job Descriptions, Contracts, Salary*
- *Sample Contract*

These are available at www.npm.org/publications/ or contact: National Association of Pastoral Musicians, 962 Wayne Avenue, Suite 210, Silver Spring, MD 20910. Telephone: 240-247-3000.

Job Evaluation Work Sheet

MUSIC MINISTER _____

PARISH _____

PASTOR _____

DATE _____

STEP ONE: In dialogue with your pastor determine your ministry evaluation points using the attached Ministry Evaluation Work sheet.

STEP TWO: Add up your total points.

Factor ONE	_____	Education (maximum points 50)
Factor TWO	_____	Experience (maximum points 50)
Factor THREE	_____	Responsibilities and Tasks (maximum points 100)
TOTAL	_____	(maximum points 200)

STEP THREE: Convert your total points to a classification level.

<u>Total points</u>	<u>Level</u>
0 - 39	1
40 - 79	2
80 - 119	3
120 - 159	4
160 - 200	5

STEP FOUR: Relate the Classification Level to the salary schedule for Music Ministers. Placement between the minimum and the maximum indicates the number of points and the quality of work.

FACTOR ONE - EDUCATION

Complete Parts A, B and C

Maximum points 50)

PART A: Formal Education (Circle only the highest level attained)

	Points
Certificate in church music (20 credits)	5
Unrelated Bachelor’s Degree	6
Bachelor’s Degree with a minor in liturgy, organ, music, or sacred music	7
Bachelor’s Degree with a major in liturgy or music	10
Bachelor’s Degree with a major in organ or sacred music	15
Master’s Degree in liturgy or music	20
Master’s Degree in organ or sacred music	25
36 hours post graduate work in music and another relevant Master’s Degree	27
Doctorate in music	30

PART B: Advanced Professional Certification (maximum points 10)

NPM and/or AGO Service Playing Certificate	3
AGO Colleague	5
AGO Choirmaster	8
AGO Associate or Fellow	10

PART C: On-Going Formation this Past Calendar Year (All points are to be documented regarding date and program. Maximum points 10.)

One point for each NPM, DMMD or AGO meeting	___
Two points for each music and/or liturgy workshop	___
Three points for an NPM or AGO convention	___
Four points for a related college course	___

TOTAL POINTS FOR FACTOR ONE: EDUCATION (Parts A, B, and C)
 (not to exceed 50 points) _____

FACTOR TWO - EXPERIENCE

Complete Parts A and B

(Maximum points 50)

PART A: Previous experience as a full time Director of Music (Circle only the highest level attained.)

1-2	completed years	5
3-4	completed years	10
5-6	completed years	15
7-8	completed years	20
9-10	completed years	25
11 or more	completed years	30

Total _____

PART B: Previous experience as a part time or volunteer musician and/or full or part time worker in another parish ministry.

	<u>Director of Music</u>	<u>Musician</u>	<u>Other Ministries</u>	
1-2	completed years	3	2	1
3-4	completed years	6	3	2
5-6	completed years	9	4	3
7-8	completed years	12	5	4
9-10	completed years	16	6	5
11 or more	completed years	20	7	6

Total _____

TOTAL POINTS FOR FACTOR TWO: EXPERIENCE
(not to exceed 50 points) _____

FACTOR THREE - RESPONSIBILITIES AND TASKS Complete Parts A, B, C, and D
(Maximum points 100)

The combination of responsibilities of the Director of Music/Music Ministries varies from parish to parish. In order to allow for this diversity, Factor Three presents a comprehensive list of the component responsibilities. Note that, although the **possible** number of points in this section is much greater, the total points **allowed** may not exceed 120. This total reflects the maximum amount of responsibility which should be expected in any full time position.

PART A: Administration (This part does not offer points directly providing music at liturgical services. That will be found in Part C.)

	<u>Points</u>
Ensures appropriate music for all parish liturgical services (e.g., Sunday Eucharists, weddings, funerals, etc.).	7
Develops assembly repertoire/weekly music selections.	6
Participates in the planning and coordination of special seasonal and sacramental events with other staff members (e.g., Triduum, RCIA rites, etc.).	5
Participates actively as a member of the parish staff.	4
Participates actively in the activities of the Liturgy Committee.	4
Ensures appropriate music for school/Parish Religious Education Programs.	4
Provides parish liturgical education.	3
Prepares and administers the music budget.	2
Selects parish music resources (i.e., hymnals, instruments).	2
Creates weekly/seasonal worship aid.	2
Hires professional musicians and prepares their repertoire and arrangements.	2
Administrative/clerical duties (e.g., scheduling, maintaining choir library).	2
Participates actively in community/parish events.	1
Participates actively in professional music/liturgy/ministry organizations.	1

PART B: Formation/Training

Six points for **each** of the liturgical music groups you **directly** lead _____
 (*List groups*)

Two points for **each** of the liturgical music groups you are **indirectly** _____
 responsible for: (*List groups*)

Five points for **each** instrument or skill you are expected to be proficient _____
 in for this position (e.g., organ, piano, voice, guitar, conducting, composing/
 arranging, etc.): (*List instruments/skills*)

One point for each hour of individual training you provide to other parish _____
 musicians per week (e.g., cantors, organists, instrumentalists):

PART C: Music Skills at Worship (Count only those services which are paid through your parish salary and for which you **directly** provide the music.)

Nine points for each parish Sunday Eucharist (include Saturday vigil Mass) _____

Average number of **other** liturgies/services per month (include weddings _____
 and/or funerals **only if** they are part of your salary). One point per service.

PART D: Discretionary Points

Additional points (not to exceed 5) may be allowed for special duties or areas of responsibility not adequately covered above (e.g., time spent researching and meeting with committees and salesmen about installation of a new organ; special duties and committee meetings to plan activities for an anniversary year, etc.)

<u>Responsibilities</u>	<u>Points</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL POINTS FOR FACTOR THREE: RESPONSIBILITIES AND TASKS
(not to exceed 100 points) _____

**CONTRACT FOR
DIRECTOR OF MUSIC MINISTRIES AND ORGANIST**

This contract, made and entered into this _____ day of _____, _____ by and between _____, **Employer** and _____ party of the second part, hereinafter referred to as **DIRECTOR OF MUSIC MINISTRIES**.

WITNESSETH, that the parties hereto, in consideration of the mutual promises and covenants hereinafter contained and intending to be legally bound thereby, agree as follows:

1. **DIRECTOR OF MUSIC MINISTRIES** agrees to serve in that capacity for the aforesaid **PARISH** for a term commencing _____ and ending _____. The term of this contract may not exceed twelve (12) months.
2. _____ Parish is the sole and exclusive Employer of the **DIRECTOR OF MUSIC MINISTRIES** for purposes of this Contract and any rights and duties created herein. All references to the Diocese of Pittsburgh are as a religious body only, and not as Employer of the **DIRECTOR OF MUSIC MINISTRIES**.
3. The **DIRECTOR OF MUSIC MINISTRIES** agrees to perform his/her duties as set forth in the Job Evaluation Work Sheet and Benefits Guidelines, which are attached hereto and made a part hereof.

As a condition precedent to this contract, the **DIRECTOR OF MUSIC MINISTRIES** will supply to the **PARISH** the appropriate State Police Clearance Form and the Department of Public Welfare Clearance Form, and/or any other clearances which may, from time to time, be required by the Diocese of Pittsburgh.

4. The **DIRECTOR OF MUSIC MINISTRIES** agrees to perform such duties for the entire contract term, and to be available for staff meetings and other consultations with the parish administration as required.
5. **DIRECTOR OF MUSIC MINISTRIES** agrees that should he or she work only a fraction of the contract term, the total salary and benefits due **DIRECTOR OF MUSIC MINISTRIES** under this agreement shall be a proration of **DIRECTOR OF MUSIC MINISTRIES'** total gross salary and benefits for that portion of service rendered.
6. Employer reserves the right to terminate **DIRECTOR OF MUSIC MINISTRIES** for cause during the term of this contract. Cause shall include, by way of example and without being limited to, incompetency, insubordination, neglect of duty, and failure to perform in accordance with the terms and conditions of employment as specified by Employer. Any dismissal for "cause" must be in writing specifying the reason for the dismissal.

7. The DIRECTOR OF MUSIC MINISTRIES recognizes the religious nature of the Diocese of Pittsburgh and agrees that the Employer has the right to dismiss the DIRECTOR OF MUSIC MINISTRIES for serious public immorality, public scandal, or public rejection of the teachings, doctrine or laws of the Roman Catholic Church, thereby terminating any and all rights that the DIRECTOR OF MUSIC MINISTRIES may have hereunder, subject, however, to the personal due process promulgated by the Roman Catholic Church.

Examples of the violation of this clause would include, but are not limited to, participation by the DIRECTOR OF MUSIC MINISTRIES in a marriage which is not recognized as being valid by the Roman Catholic Church, support of activities which espouse beliefs contrary to Catholic Church teachings and laws such as advocacy of a practice such as abortion, or the holding up to doubt or question the official teachings, doctrine or laws of the Catholic Church.

8. Employer agrees to pay DIRECTOR OF MUSIC MINISTRIES for the performance of his or her duties the total gross salary of \$_____, payable in _____ equal monthly installments beginning the _____ day of _____. From this gross amount such deductions as are required by law, or authorized by DIRECTOR OF MUSIC MINISTRIES, will be made.

These dates are for purposes of payment only. The contractual term shall be as described in Paragraph 1 above.

9. In keeping with the Benefits Guidelines listed in the 2011 Hiring Handbook, the Employer agrees that so long as DIRECTOR OF MUSIC MINISTRIES remains an employee in good standing and in compliance with the terms hereof, employer shall provide the following benefits to DIRECTOR OF MUSIC MINISTRIES: *(strike out what is inapplicable, and have the DIRECTOR OF MUSIC MINISTRIES sign margin)* Health Care Coverage, Life Insurance, Dental Plan, Pension Plan and Disability Coverage as specified in the Insurance Booklet explaining such programs and in accordance with the eligibility requirements therein contained. DIRECTOR OF MUSIC MINISTRIES is entitled to at least \$1,700.00 compensation in lieu of acceptance of Diocesan sponsored Health Care Coverage.
10. If compensation for weddings and funerals is included in the salary, the PARISH agrees that the base salary for the DIRECTOR OF MUSIC MINISTRIES will be increased on an annual basis to reflect this arrangement.
11. THE PARISH AGREES that the DIRECTOR OF MUSIC MINISTRIES shall be entitled to the following vacation and holidays:
 - A. Weekly, the musician will be totally free on _____ and _____ throughout the year.

(Another possible variation:)

The PARISH recognizes that "time-off" is necessary during the week for the DIRECTOR OF MUSIC MINISTRIES. However, the realities of funerals, special liturgical celebrations, council and committee meetings makes setting aside specific days difficult. The DIRECTOR OF MUSIC MINISTRIES will be entitled to two days off per week, negotiable as schedule permits.

- B. The DIRECTOR OF MUSIC MINISTRIES will be entitled to four weeks annual paid vacation, including four weekends.
 - C. The DIRECTOR OF MUSIC MINISTRIES shall be entitled to five paid civic holidays to be mutually agreed upon: (e.g., Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day. Other possible days could be added to this list.)
 - D. The DIRECTOR OF MUSIC MINISTRIES will be entitled to _____ personal days.
12. THE PARISH AGREES to provide _____ days paid sick leave per year.
13. THE PARISH AGREES to provide the DIRECTOR OF MUSIC MINISTRIES with a parish music budget of \$_____ for fiscal year _____. The music budget shall be used for the following items: substitute for vacation, substitute for sickness, choral and instrumental repertoire, instruments, professional memberships, continuing education, spiritual formation, convention costs, additional musicians, or any other item determined to be necessary by the DIRECTOR OF MUSIC MINISTRIES with the approval of the pastor.
14. THE PARISH AGREES that the DIRECTOR OF MUSIC MINISTRIES shall have access to the following parish facilities:
- A. Parish church for rehearsal.
 - B. Parish instruments for private teaching.
 - C. Designated office space and equipment.
 - D. Meeting space.
15. THE PARISH AGREES to provide routine maintenance and tuning for all instruments used by the parish DIRECTOR OF MUSIC MINISTRIES.

16. The DIRECTOR OF MUSIC MINISTRIES AGREES to provide the PARISH with sixty (60) days written notice before attempting to be released from this contract, before the end of the negotiated term of employment.
17. THE PARISH AGREES to provide the DIRECTOR OF MUSIC MINISTRIES with sixty (60) calendar days written notice before attempting to be released from this contract, prior to the end of the negotiated term of employment.
18. Both parties agree that this is a contract for personal services, and, as such, an express condition hereof is the personal satisfaction of the PARISH with the services of the DIRECTOR OF MUSIC MINISTRIES.
19. This contract constitutes the entire agreement between the parties hereto, and no verbal or implied agreement shall alter or add to its terms.
20. In regard to a disagreement concerning this contract, remedies must be sought through the Office of Administrative Procedures of the Diocese of Pittsburgh. If the disagreement is not resolved through this action, with the exception of the statements listed in number 7 in regard to religious matters over which civil laws have no jurisdiction, a party of this agreement may bring a civil action or seek administrative relief in civil law from the other party for breach of this contract or for other reasons arising out of the employment relationship.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Director of Music Ministries

Pastor

Date

Date

N.B. This Agreement has been drafted after consultation with the Institute for Ministries and the respective offices involved in supporting this ministry. Unless there is a compelling reason to do so, this contract should not be altered. Any alteration should be reviewed with the Institute for Ministries and the Diocesan Legal Office.

Section C

ELEMENTARY SCHOOL PRINCIPAL

Ministry Profile..... C3

Hiring Procedure - Pastor Checklist..... C7

Guidelines..... C9

Contract..... C17

Referral
For information about this position and about evaluation and eligibility guidelines, inquiries should be addressed to: Superintendent, Department for Catholic Schools, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222-1618, (412) 456-3090.

Elementary School Principal

Vision

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

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

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

Responsibilities and Tasks

Worship

The Elementary School Principal:

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

Education

The Elementary School Principal:

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

Pastoral Services

The Elementary School Principal:

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

Administration

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

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

Qualities

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

Competencies and Skills

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

Formation, Training and Criteria for Readiness

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

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

Safe Environments 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 and a signed copy of the Code of Pastoral Conduct.

Cardinal's Clause

A signed copy of the Cardinal's Clause must be kept on file for all Elementary School Principals.

HIRING PROCEDURE - PASTOR CHECKLIST FOR ELEMENTARY SCHOOL PRINCIPALS

STEP ONE: WHEN A VACANCY OCCURS - The Pastor:

- _____ Notifies the Department for Catholic Schools of the vacancy and requests that the Department for Catholic Schools post the position internally and notify the religious congregations.
- _____ Advertises the position externally, if this is desirable.
- _____ Requests that the Department for Catholic Schools notify the Pastor of all candidates officially registered with the Schools Office and who have met the predetermined criteria for registration.
- _____ Appoints and chairs a Search Committee to help with the selection of the principal. This committee includes the Educational Consultant assigned to the school and several other knowledgeable persons. The Search Committee assists with screening and interviewing the applicants. Local teachers are not part of the Search Committee.
- _____ Selects the preferred candidate, after reviewing all pertinent data including the advice received from the Search Committee.
- _____ Refers the preferred candidate to the Department for Catholic Schools for the Perceiver Interview

STEP TWO: VALIDATING THE CANDIDATE- The Pastor:

- _____ Submits the following documents;
 1. A statement that the preferred candidate is officially registered with the Department for Catholic Schools
 2. Successful completion of the Perceiver Instrument and Interview
 3. Submission of all credentials to the Department for Catholic Schools, including documentation that the candidate's experiences and certificates are appropriate for the position being sought
 - a. Current resume
 - b. Letters of recommendation from the
 - 1) Immediate past employer,
 - 2) Parish pastor,
 - 3) One other person knowledgeable of the candidate's professional experiences.
 4. Submission of complete portfolio (including application, certificates, transcripts, Act 34/151/FBI clearances, signed Cardinal's Clause, reports/grades from Prospective Principal's Program if completed)
- _____ Requests that the Department for Catholic Schools and other appropriate diocesan offices complete an internal review of the candidate's suitability for the position.
- _____ Requests that, upon completion of the internal review process, the Regional Vicar notify the Pastor of approval/disapproval of the recommended candidate with a copy of the notification sent to the Diocesan Assistant Superintendent for Catholic Elementary Schools.

STEP THREE: FORMALIZING THE POSITION- The Pastor:

- _____ Meets with the approved candidate and using this hiring handbook discusses compensation, benefit package, and job description. Then the one-year contract is signed by both parties.

- _____ Sends a copy of the signed contract to the Assistant Superintendent for Elementary Schools.
- _____ Requests that the approved candidate, under the direction of the parish Safe Environment Coordinator, is entered into the Diocesan Database.
- _____ Notifies the Diocesan Payroll Office to have the approved candidate added to the parish payroll.

**GUIDELINES
LAY ELEMENTARY PRINCIPALS**

2008-2014

**MISSION STATEMENT — LAY PRINCIPALS OF THE
DIOCESE OF PITTSBURGH**

The ministry of the Catholic school lay principal requires a unique relationship with the Catholic Church based upon the Document of Vatican II, *The Role of the Laity* and the pastoral *To Teach As Jesus Did*.

A clear focus on the development of Gospel values, wholesome self-esteem, academic excellence, physical well-being and faith-in-action mark the Catholic schools in the Diocese of Pittsburgh.

A leader and teacher, the principal participates in spreading the Gospel of Christ. He/she understands the call to personal holiness and strives to model this understanding by example. Mindful of the trust granted and the responsibility accepted, the principal recognizes the wisdom of shared deliberation as well as the need to make informed decisions alone, when it required (knowing that the ultimate responsibility rests with the pastor).

VISION STATEMENT

The future of Catholic education in the Diocese of Pittsburgh is in the hands of all whom Christ has called "to go and make disciples of all nations...teaching them to observe all that I have commanded you." It is the lay principal's joyful challenge to accept this commission and lead the Catholic schools into the future. However, this is a shared leadership, one whose very existence depends on the mutual support of pastor and principal, reinforced by the Pittsburgh Diocesan administration's firm commitment to Catholic education. Throughout the diocese, parish and school administrators must work together for a single purpose: to meet the educational challenges of the future with the timeless resolve to teach as Jesus did.

Administrative Certification

1. A Principal employed in the Catholic elementary schools in the Diocese of Pittsburgh is required to have an Active Administrative I Certificate [as required by the Commonwealth of Pennsylvania] and diocesan Catechetical Certification.
2. Exceptions to this requirement may be granted by the Pastor, after consultation with the Superintendent for Catholic Schools. However, if the principal is not properly certificated, as outlined above, he or she must become certificated in accordance with the directives of the Pastor. It is recommended that a program of studies from an approved certification program at a college or university be presented and that a time for completion be agreed upon. Normally, this should not exceed 30 months.

3. Incumbent principals who have been employed as principals at Catholic schools in the diocese and who have been considered as "grandfathered" will continue to maintain that status during the term of these guidelines.
4. An administrative certificate must remain "active" as required by Pennsylvania's continuing professional education program, Act 48 of 1999 and Act 45 of 2007.

Placement of Principals on the 2008-2014 Salary Scales (Same School)

Principals who were employed in their administrative positions during the 2007-08 school year and who continue to be employed as principals at the same time for the 2008-09 school year will move horizontally across the scale. Please note that the levels listed on the salary schedule do not indicate the total number of years that the principal has been employed in the Diocese of Pittsburgh. This information is listed on the principal's contract under "Longevity."

Placement of Principals on the 2008-2014 Salary Scales (Another School)

This section applies to those principals who are moving from a principalship in one of the Catholic elementary schools in the Diocese of Pittsburgh to another Catholic elementary school in the diocese. Normally, the newly employed principal would be placed on the salary schedule for the next level (moving horizontally) as if there were no change in schools. For example, a principal at Level No. 5 during the 2008-09 school year at "X" School would move to Level No. 6 during the 2009-10 school year at "Y" School.

Placement of Principals on the 2008-2014 Salary Scales (Newly Employed)

This section applies to those persons who are moving from teaching and it also applies to those persons moving from an administrative position from outside of the Diocese of Pittsburgh. These newly employed principals will be placed on the salary scale as may be cooperatively determined between the pastor and the new employee. The guidelines state that the Entry Level annual salary be used for administrators serving in their first principalships and that the more experienced administrators newly employed as principals should be placed at levels on the salary schedule not to exceed level 6.

Principals

Principals are eligible for paid vacation time in addition to specified school holidays.

Each principal is eligible for four [4] weeks vacation and the week during Christmas in which the school is closed. Based on building needs, the principal has the right to arrange vacation schedules in-house.

Upon approval from the pastor, compensatory time may be granted to a maximum of five [5] days within any calendar year. The compensatory days must be used by September 1 of the following school year and may not be accrued.

Assistant Principals/Administrative Support

Depending on available financial resources, it is recommended that Diocesan elementary schools with enrollments of more than 300 students employ full-time assistant principals or any combination of administrative/clerical support, as may be needed to assure effective management. Schools with fewer students may employ part-time assistants.

Re-entry Procedure

Lay elementary school principals will be granted the opportunity to re-enter the local Catholic Schools as a classroom teacher and receive credit for total years of professional [teaching and administrative] experience in the Diocesan schools. This re-entry procedure must also be in conformity with the procedures established for teachers, (e.g. there must be a teacher vacancy; no bumping rights; credited years are for continuous employment at the same school; and the like.)

Sick Days

Principals shall receive 11 sick days per school year with pay for absence caused by non-occupation related illnesses or injuries, including pregnancy. Unused sick days may be accumulated to a maximum of 90 work days for use in an extended illness.

Upon resignation, retirement, displacement, or termination, the principal shall receive compensation of \$40 annually for each unused sick and personal day that has been accumulated to a maximum of 90 days. The only exception to this policy is that the principal, if newly employed at another Catholic school in the diocese, may transfer up to 25 sick days to the new school.

After the 10th year of continuous service as principal of the school, the principal, with proper documentation and approval from the pastor, will be paid \$40 annually for each unused sick leave day in excess of the 90 days that may have been accumulated.

Please Note: The above provisions will ensure that each principal will be able to accumulate enough sick days to be used in case of an extended illness and to provide sufficient coverage in case there is a need to apply for a long-term disability. The normal waiting period for long-term disability is 90 calendar days. Likewise, the new provision will insure that the pastor will know that he is obligated for a maximum of 90 days at any time a principal may leave the school.

Since the time when these guidelines went into effect, any principal who has received prior approval from his/her pastor to transfer and/or accumulate unlimited sick days because of guidelines which were in effect previously should meet with his/her pastor to determine the most appropriate procedure for resolving this issue. As just one example, since these guidelines

are in effect through June 30, 2014, the pastor and principal may agree to the payment of a specific number of these previously transferred/accumulated sick days spread over the next several years. Although the ultimate goal has been for the elementary principals to be in line with these new guidelines by June 30, 2008, it is recognized that more time may be needed and thus the reason for the June 30, 2014 deadline.

Personal Days

Principals shall be entitled to three [3] personal days per year. These days are granted to enable the principal to handle important personal business or affairs which cannot be scheduled on other than school time. Such leave, if it is not used, will be added to accumulated sick leave.

Bereavement Leave

In the event of a death of a principal's parent, spouse, child, daughter-in-law, or son-in-law said principal shall be entitled to take a leave at full pay for up to five [5] school days. In the event of a death of a principal's brother, sister, parent-in-law, grandparent, or other relatives of the household, said principal shall be entitled to take leave at full pay for up to three [3] school days. In the event of the death of a principal's brother-in-law, sister-in-law, aunt or uncle, niece or nephew, that principal shall be entitled to take a leave at full pay for one [1] day.

Paternity Leave

A principal shall be entitled to a paid leave of up to three [3] days for the birth of his child or for the adoption of a child.

Academic Leave

To be eligible for an academic leave without pay, the principal must have been employed as principal in Diocesan schools for seven [7] years. Application for academic leave should be submitted to the pastor 6 months in advance of the beginning date of the academic leave and such academic leave may not exceed one school year. It is expected that the principal on leave will return to his/her position immediately following the leave and that any replacement will be a substitute principal serving only during the absence of the principal

Longevity

Longevity shall be determined by any combination of professional employment in all of the schools of the Diocese of Pittsburgh: Any principal who has moved from a teaching position or from another administrative position into an administrative position in a Diocesan school shall be credited with longevity for the total of those teaching and/or administrative years.

SALARY SCHEDULE AS OF JULY 1, 2008 - APPENDIX A**FRINGE BENEFITS AS OF JULY 1, 2008****Life Insurance**

Each principal is provided with a group term life insurance policy equal to 1.5 times his/her annual income to a maximum of \$50,000. Refer to the booklet of the Life Insurance Carrier of the Diocese of Pittsburgh for the terms and conditions of the policy.

Hospitalization and Medical Benefits

Elementary lay principals and assistants may choose from among the Hospital/Medical benefits packages offered by the Diocese and select the one that is most appropriate to her/his needs, including fully paid family coverage.

Dental Insurance

Each principal is eligible to receive family dental coverage.

Vision Insurance

Each principal is eligible to receive family vision coverage.

Diocesan Retirement Program

Each principal shall participate in the Diocesan Retirement Program provided by the Diocese of Pittsburgh at no cost to the principal.

Posting of Vacancies

The Department for Catholic Schools of the Diocese of Pittsburgh shall notify principals of any Diocesan elementary administrative positions that are vacant within ten [10] business days of receiving official notice of said vacancy.

CONTINUING PROFESSIONAL DEVELOPMENT

The local elementary school budget shall provide for the principal to attend a national convention [e.g. NCEA, ASCD] and also local workshops/seminars, including those meeting Act 48 continuing professional development criteria, each year with a maximum amount to be cooperatively agreed to between the Pastor and Principal. Normally, this amount for the national conference should not exceed \$800.

The budget shall also provide for the principal to be a member of the NCEA [National Catholic Educational Association] and one other professional organization.

OPPORTUNITIES FOR SPIRITUAL GROWTH AND DEVELOPMENT

In addition to the above, the budget shall ensure that the elementary lay principal will have opportunities each year for personal spiritual growth and development. Some options for principals are yearly retreats, course work in spirituality or regional workshops/seminars in religion and spirituality.

CONTRACT

Based upon "satisfactory" performance, the principal shall receive a contract (included in the Institute for Ministries *Hiring Handbook for Parish Lay Ecclesial Ministers*) by April 1 of each year. The contract is to be renewed annually based upon ongoing performance that is "satisfactory." The assessment of the principal is to be conducted by the Pastor in accordance with the Pastor/Principal Performance Assessment Program established by the Department for Catholic Schools, Diocese of Pittsburgh. Please especially note that goals are established in 3-year blocks, whereas objectives are set annually. Thus, pastors and principals are encouraged to determine overall progress within a larger timeframe.

It is very important for the pastor and principal to complete the mid-year performance assessment by January 15 of each school year. This is especially important so that any issues that may be the basis for non-renewal of the annual contract can be addressed and, hopefully, resolved.

If the principal is not notified by the Pastor by April 1, the principal should confer with the pastor as soon after April 1 as mutually convenient to determine his/her status for the next school year. It is expected that this mutual cooperation between pastor and principal will result in the determination of the principal's status for the next school year and the signing of the annual contract no later than April 10.

If the process has not been successfully completed by April 15, the principal should submit a formal, written request to the pastor asking for his decision regarding the principal's status for the upcoming year. A copy of the request should be sent to the Superintendent for Catholic Schools. The Superintendent or his designee will contact the pastor to arrange for a conference among the pastor, principal, and Schools Office representative and/or seek his cooperation for the completion of the task.

VOLUNTARY EARLY SEPARATION PLAN (VESI)

For Elementary Principals

The VESI Plan (separation package) has been established to permit long term principals the opportunity to separate early from active administration as well as to afford the school the opportunity to derive continued operational saving through decreased costs in subsequent years. Its purpose is not to provide severance payments in the event of a school closing.

The VESI Plan shall be applicable to schools with the underlying philosophy that the principal and the pastor mutually agree on the conditions warranting such separation subject to the provisions of the Plan as outlined and as adapted from either the Federation contract for union schools or the Handbook for non-union schools.

CONTRACT FOR ELEMENTARY SCHOOL LAY PRINCIPALS

This contract made and entered into this _____ day of _____, _____ by and between _____ hereinafter referred to as the **Employee**, and _____ Parish, hereinafter referred to as **Employer**.

WITNESSETH, that the parties hereto, in consideration of mutual promises and covenants herein contained, and intending to be legally bound hereby, agree as follows:

1. This administrative contract covers July 1, _____ to June 30, _____ in accordance with the policies and regulations of the Diocese of Pittsburgh and the Employer.
2. Employer and Employee understand and agree that the Employee shall perform the role of principal as defined in the "Job Description and Performance Guidelines" affixed to this agreement and as outlined under "Contract" on page C14 of the Guidelines.

Employer and Employee understand and agree that the purpose of this provision is to illustrate and not to limit the duties which accompany the position, and the Employee may be required to perform such additional duties as are, in the sole discretion of the pastor, necessary for the effective management of the school and which are stipulated by said pastor pursuant to his authority as the employer.

3. Unless otherwise stated in these guidelines all personnel policies and practices in use for the teachers are also applied to principals.
4. It is agreed that the pastor of the parish shall have exclusive jurisdiction over the termination or dismissal of the employee. Dismissal shall be for "cause" and must be in writing, specifying the reason for dismissal. Cause shall include, by way of example and without being limited to, incompetency, insubordination, neglect of duty, failure to maintain the discipline of the school, or failure to perform in accordance with the terms and conditions of this contract.
5. The Principal recognizes the religious nature of the Diocese of Pittsburgh and agrees that Employer has the right to dismiss the Principal for public immorality, public scandal, or public rejection of the teachings, doctrine or laws of the Roman Catholic Church, thereby terminating any and all rights that the Principal may have hereunder, subject, however, to the personal due process promulgated by the Roman Catholic Diocese of Pittsburgh.

Examples of the violation of this clause would include, but are not limited to, entry by the Principal into a marriage which is not recognized as being valid by the Roman Catholic Church, support of activities which espouse beliefs contrary to Catholic Church teachings and laws such as advocacy of a practice such as abortion, or holding up to doubt or question the official teachings, doctrine or laws of the Catholic Church.

6. It is agreed that Employee's annual salary shall be \$_____ for the period from July 1, _____ to June 30, _____.

- 7. In regard to a disagreement concerning this contract, remedies must first be sought through the Office of Administrative Procedures of the Diocese of Pittsburgh. If the disagreement is not resolved through this action, with the exception of the statements listed in number 5 in regard to religious matters over which civil laws have no jurisdiction, a party of this agreement may bring a civil action or seek administrative relief in civil law from the other party for breach of this contract or for other reasons arising out of the employment relationship.
- 8. The Employee warrants and agrees that the following information is correct.

FISCAL YEAR
July 1, _____ through June 30, _____

- A. BASE SALARY \$ _____
- B. LONGEVITY IN YEARS _____ PAYMENT FOR LONGEVITY \$ _____
 (Total number of years in teaching/administration in the Diocese of Pittsburgh) (15 or more years -- see schedule on page C-12 of the *Hiring Handbook for Parish Lay Ecclesial Ministers*.)
- C. EDUCATION CREDITS _____ PAYMENT FOR CREDITS \$ _____
- D. TOTAL ANNUAL SALARY FOR ABOVE FISCAL YEAR \$ _____
- E. ACCUMULATED SICK LEAVE _____
 (Includes any accumulated sick leave to a maximum of 25 days from other schools in the Diocese of Pittsburgh)

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

**I HEREBY CERTIFY THAT I HAVE
READ THIS CONTRACT AND AGREE
TO ALL OF THE TERMS AND
CONDITIONS CONTAINED HEREIN.**

Witness

Employee

Witness

Employer

Section D

PARISH BUSINESS MANAGER

Ministry Profile..... D3

Hiring Procedure - Pastor Checklist..... D7

Job Evaluation Worksheet..... D9

Contract..... D17

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be addressed to Director, Institute for Ministries, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222-1618. The phone number is 412-456-3068. As selection of the Parish Business Manager takes place in the local parish community, additional consultation and assistance for parishes is available from the Chief Financial Officer, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222, 412-456-3137.

Parish Business Manager

Vision

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

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

Responsibilities and Tasks

Preamble

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

Administration

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

Finance

The Parish Business Manager:

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

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

Property Maintenance

The Parish Business Manager:

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

Human Resources

The Parish Business Manager:

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

Liaison/Communication

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

Qualities

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

Competencies and Skills

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

Knowledge

The Parish Business Manager should be:

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

Skills

The Parish Business Manager should be:

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

Formation, Training and Criteria for Readiness

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

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

Safe Environments 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 and a signed copy of the Code of Pastoral Conduct.

HIRING PROCEDURE - PASTOR CHECKLIST FOR *PARISH BUSINESS MANAGER*

STEP ONE: WHEN A VACANCY OCCURS - The Pastor:

- _____ Notifies the Institute for Ministries. He/she may also advertise the vacancy.
- _____ Reviews resumes and pertinent information concerning candidates, and then chooses one or more candidates for an interview.
- _____ Interviews candidate(s). Selected members of the staff and/or parish pastoral council members may assist with the interview. Upon request, the Director of the Institute for Ministries participates in the interview(s).
- _____ Selects the preferred candidate to serve as the Parish Business Manager and notifies the Institute for Ministries.

STEP TWO: VALIDATING THE CANDIDATE- The Pastor:

- _____ Submits the required documentation for the candidate to the Institute for Ministries:
 1. Current resume
 2. Copies of sacramental records
 3. Academic Transcripts
 4. Three letters of recommendation (one from candidate's pastor stating the person is a Catholic in good standing)
 5. Clearances (criminal and child abuse history)
 6. *Protecting God's Children* attendance certificate
 7. Signed Code of Pastoral Conduct
- _____ Requests that the Institute for Ministries and other appropriate diocesan offices complete an internal review process of the candidate's canonical and civil legal status.
- _____ Requests that, upon completion of internal review process, the Regional Vicar notify the Pastor of approval/disapproval of the recommended candidate with a copy of the notification sent to the Diocesan Director of the Institute for Ministries.

STEP THREE: FORMALIZING THE POSITION- The Pastor:

- _____ Meets with the approved candidate and, using the *Hiring Handbook for Parish Lay Ecclesial Ministers*, discusses compensation, benefit package, and job description. Then the one-year contract is signed by both parties.
- _____ Sends a copy of the contract to the Institute for Ministries.
- _____ Requests that the approved candidate, under the direction of the parish Safe Environment Coordinator, is entered into the Diocesan Database.
- _____ Ensures that the approved candidate is introduced to the parish community.
- _____ Notifies the Diocesan Payroll Office to have the approved candidate added to the parish payroll.

JOB EVALUATION WORK SHEET

PARISH BUSINESS MANAGER _____

PARISH _____

PASTOR _____

DATE _____

STEP ONE: The pastor in dialogue with the Parish Business Manager may determine a job evaluation/salary scale using the following factors.

STEP TWO: Add up your total points.

Factor ONE	_____	Education (maximum points 50)
Factor TWO	_____	Experience (maximum points 50)
Factor THREE	_____	Responsibilities and Tasks (maximum points 100)
TOTAL	_____	(maximum points 200)

STEP THREE: Convert your total points to a classification level.

<u>Total points</u>	<u>Level</u>
0 - 39	1
40 - 79	2
80 - 119	3
120 - 159	4
160 - 200	5

STEP FOUR: Relate the Classification Level to the PARISH BUSINESS MANAGER SALARY SCALE GUIDELINES. Placement between the minimum and the maximum salary range should be determined by the number of accumulated points and the quality of work.

FACTOR ONE - EDUCATION

Complete Parts A and B(Maximum points 50)

PART A: Formal Education (Circle only the highest level attained)

B.A. or B.S., non-related	15
B.A. or B.S., related	20
15-24 credits above B.A./B.S.	25
M.A., non-related	30
M.B.A./M.A.M.S., related	35
15-24 credits above M.A.	40
Ph.D., non-related	45
Ph.D., related	50

(Related: *Administration, Business, Accounting, etc.*)

(Non-related: *Education, Theology, Organizational Development, Psychology, etc.*)

PART B: Ongoing Formation

(A.) Diocesan Certification Program 20

(B) Lists courses, workshops, seminars, or meetings taken over this past year.
Each 4 hours is equal to 1 point.

A credited college/university course is equal to 3 points. (Related to : Business, Management, Bookkeeping, Finances, or Administration)

<u>Courses/Workshop/Seminars/Business Managers Meetings</u>	<u>Points</u>
_____	_____
_____	_____
_____	_____

Cannot exceed 10 points.

TOTAL POINTS FOR FACTOR ONE: EDUCATION
(not to exceed 50 points) _____

FACTOR TWO - EXPERIENCE

Complete Parts A and B(Maximum points 50)

PART A: Direct Parish Experience

Salaried employment on an annual basis in parish work as a: the Parish Business Manager, Business Coordinator, Parish Director, Parish Manager, Office Manager, Accountant, Administrative Assistant, Finance Manager, etc.

<u>Years</u>		<u>Full Time</u> (25-40 hrs. per week)	<u>Part Time</u> (10-24 hrs. per week)
1-3	completed years	10	5
4-6	completed years	20	10
7-9	completed years	30	15
10-12	completed years	40	20
13-15	completed years	45	23
16 or more		50	25
		Total _____	

PART B: Related Professional Experience

Salaried employment on an annual basis in a related occupation such as: Bookkeeper, Human Resources Manager, etc.

<u>Years</u>		<u>Full Time</u> (25-40 hrs. per week)	<u>Part Time</u> (10-24 hrs. per week)
1-3	completed years	3	2
4-6	completed years	5	3
7-10	completed years	10	6
11 or more	completed years	15	8
		Total _____	

TOTAL POINTS FOR FACTOR TWO: EXPERIENCE
(not to exceed 50 points) _____

FACTOR THREE - RESPONSIBILITIES AND TASKS

Complete Parts A, B, C, D, E, F and G (Maximum points 100)

The following are a list of programs or activities that are major or regular components of parish life. These were comprised from the combined lists of many Parish Business Managers as well as lists of responsibilities from other dioceses.

PLEASE ADJUST TO YOUR PARTICULAR PARISH. NO ONE PARISH BUSINESS MANAGER CAN BE RESPONSIBLE FOR ALL OF THE FOLLOWING.

Points in these areas are to be mutually agreed upon by pastor and the Parish Business Manager in light of the number of activities, number of hours and intensity of programs or projects.

PART A: Administration (Choose the number of points from the range that is given)

	<u>Point Range</u>	<u>Points</u>
The Parish Business Manager:	1-25	_____
<ul style="list-style-type: none"> ➤ Develop and implements personnel and administrative policies ➤ Administers the benefit program and payroll ➤ Maintains records and forms on employees ➤ Assists in recruiting, evaluating and terminating personnel ➤ Administers parish-purchasing system ➤ Develops, implements and oversees the marketing of parish, school and/or cemetery ➤ Other: 		

PART B: Management (Choose the number of points from the range that is given)

The Parish Business Manager:	1 - 25	_____
<ul style="list-style-type: none"> ➤ Schedules parish facilities and calendar ➤ Provides professional support to pastor and staff ➤ Conducts needs assessments ➤ Acts as resource person for organizations and fundraising chairs ➤ Directs routine plant management ➤ Monitors and negotiates maintenance contracts, renovations and major repairs 		

- Oversees and monitors costs of utilities and insurances
- Maintains parish computer system
- Reports accidents to the insurance company
- Other:

PART C: Finances (Choose the number of points from the range that is given)

The Parish Business Manager: 1 - 25 _____

- Manages the parish &/or school financial records
- Develops, implements and oversees the total Stewardship program
- Prepares, administers and reviews budget process under the direction of the pastor and finance council
- Monitors spending by the various departments
- Develops and monitors revenue (including donations, electronic donations, wills, grants, capital campaigns & fundraising)
- Prepares financial reports for pastor, finance council and the diocese
- Prepares the checks for pastor's signature
- Oversees tabulation, deposit and posting of offertory
- Establishes a system for collection and posting of school tuition
- Prepares the annual report for parishioners
- Pursues delinquent school tuition
- Plans and monitors parish organizational budgets
- Other:

PART D: Bookkeeping: (Choose the number of points from the range that is given)

The Parish Business Manager: 1 – 20 _____

- Assures the development and maintenance of financial bookkeeping system
- Maintains accounts payable and receivables
- Maintains all parish accounts; processes all check requests, assures proper authorization
- Coordinates money-counting teams
- Makes bank deposits

- Reconciles bank statements on a monthly basis
- Establishes and maintains petty cash for the parish
- Other:

PART E: Human Resources

The Parish Business Manager 1 – 20 _____

- Develops, implements and maintains a personnel policy
- Maintains employees records (vacation, sick and personal days)
- Develops job descriptions, salary scales, etc. for applicable employees
- Supervises office staff and maintenance employees
- Assists the pastor in preparation of personnel contracts/agreements
- Maintains unemployment records
- Other:

PART F: Public Relations

The Parish Business Manager: 1 – 20 _____

- Provides personal presence at parish functions and activities
- Updates the computer software
- Communicates with Pastoral Council, Finance Council, committees and organizations
- Develops and coordinates a communication system
- Interfaces with various diocesan offices and personnel
- Other:

PART G: Major Responsibilities/Discretionary Points

1. Major Responsibilities (Maximum Points 20)

The Parish Business Manager ministry is comprehensive in nature with designated responsibilities. Given the gifts of the pastor and other staff members, and the needs of the parish these designated responsibilities will vary.

After prayerful consideration and open discussion regarding these needs and gifts, the pastor will take into account the Parish Business Manager’s major areas of responsibility as well as special or additional dimensions needed by that particular parish.

There are usually a few areas that are considered major responsibilities. For just compensation, we are allowing 10 additional points per area.

Areas of major responsibility can be defined as any of the aforementioned ministry areas involving 8 hours per week or more.

10 ADDITIONAL POINTS are to be awarded for every 8 hours per week spent in a major responsibility area.

Major Area of Responsibility	Hours	Points
a.) _____	_____	_____
b.) _____	_____	_____
c.) _____	_____	_____
	TOTAL	_____

2. Discretionary Points (Maximum Points 10)

As each parish is unique with special areas or needs, discretionary points may be issued to compensate for those unique situations that have not yet been covered.

List Variables

	<u>Points</u>
_____	_____
_____	_____
_____	_____
	TOTAL

TOTAL POINTS FOR FACTOR THREE: RESPONSIBILITIES AND TASKS
(not to exceed 100 points) _____

CONTRACT FOR PARISH BUSINESS MANAGER

This contract, made and entered into this _____ day of _____, _____ by and between _____ **Employer** and _____ party of the second part, hereinafter referred to as the **PARISH BUSINESS MANAGER**.

WITNESSETH, that the parties hereto, in consideration of the mutual promises and covenants hereinafter contained and intending to be legally bound thereby, agree as follows:

1. The PARISH BUSINESS MANAGER agrees to serve in that capacity for the aforesaid Parish for a term commencing _____ and ending _____. The term of this contract may not exceed twelve (12) months.
2. _____ Parish is the sole and exclusive Employer of the PARISH BUSINESS MANAGER for purposes of this Contract and any rights and duties created herein. All references to the Diocese of Pittsburgh are as a religious body only, and not as Employer of the PARISH BUSINESS MANAGER.
3. The PARISH BUSINESS MANAGER agrees to perform his/her duties as set forth in the Job Evaluation Work Sheet and Benefits Guidelines, which are attached hereto and made a part hereof.

The PARISH BUSINESS MANAGER agrees to provide to the Employer evidence of his/her certification by the Institute for Ministries.

As a condition precedent to this contract, the PARISH BUSINESS MANAGER will supply to the PARISH the appropriate State Police Clearance Form and the Department of Public Welfare Clearance Form, and/or any other clearances which may, from time to time, be required by the Diocese of Pittsburgh.

4. The PARISH BUSINESS MANAGER agrees to perform such duties for the entire contract term, and to be available for staff meetings and other consultations with the parish administration as required.
5. The PARISH BUSINESS MANAGER agrees that should he or she work only a fraction of the contract term, the total salary and benefits due the PARISH BUSINESS MANAGER under this agreement shall be a proration of the PARISH BUSINESS MANAGER'S total gross salary and benefits for that portion of service rendered.
6. Employer reserves the right to terminate the PARISH BUSINESS MANAGER for cause during the term of this contract. Cause shall include, by way of example and without being limited to, incompetency, insubordination, neglect of duty, and failure to perform in accordance with the terms and conditions of employment as specified by Employer. Any dismissal for "cause" must be in writing specifying the reason for the dismissal.

7. The PARISH BUSINESS MANAGER recognizes the religious nature of the Diocese of Pittsburgh and agrees that the Employer has the right to dismiss the PARISH BUSINESS MANAGER for serious public immorality, public scandal, or public rejection of the teachings, doctrine or laws of the Roman Catholic Church, thereby terminating any and all rights that the PARISH BUSINESS MANAGER may have hereunder, subject, however, to the personal due process promulgated by the Roman Catholic Church.

Examples of the violation of this clause would include, but are not limited to, participation by the PARISH BUSINESS MANAGER in a marriage which is not recognized as being valid by the Roman Catholic Church, support of activities which espouse beliefs contrary to Catholic Church teachings and laws such as advocacy of a practice such as abortion, or the holding up to doubt or question the official teachings, doctrine or laws of the Catholic Church.

8. The PARISH BUSINESS MANAGER and the Employer agree that they will provide to each other sixty (60) calendar days written notice prior to the end of the contract whether each wishes to renew this agreement. The purpose of reciprocal notice is for planning purposes. This is a contract for a specified term and is not automatically renewable, nor are there any inherent rights of renewal.
9. Employer agrees to pay the PARISH BUSINESS MANAGER for the performance of his or her duties the total gross salary of \$_____, payable in _____ equal monthly installments beginning the _____ day of _____. From this gross amount such deductions as are required by law, or authorized by the PARISH BUSINESS MANAGER, will be made.

These dates are for purposes of payment only. The contractual term shall be as described in Paragraph 1 above. As a matter of social justice, this pay rate shall not, without serious reason, deviate from the pay scale for the PARISH BUSINESS MANAGER recommended by the Diocese of Pittsburgh.

10. In keeping with the Benefits Guidelines listed in the 2011 Hiring Handbook, the Employer agrees that so long as the PARISH BUSINESS MANAGER remains an employee in good standing and in compliance with the terms hereof, employer shall provide the following benefits to the PARISH BUSINESS MANAGER: (strike out what is inapplicable, and have the PARISH BUSINESS MANAGER sign margin) Health Care Coverage, Life Insurance, Dental Plan, Pension Plan and Disability Coverage as specified in the Insurance Booklet explaining such programs and in accordance with the eligibility requirements therein contained. The PARISH BUSINESS MANAGER is entitled to at least \$1,700.00 compensation in lieu of acceptance of Diocesan sponsored Health Care Coverage.
11. In regard to a disagreement concerning this contract, remedies must first be sought through the Office of Administrative Procedures of the Diocese of Pittsburgh. If the disagreement is not resolved through this action, with the exception of the statements listed in number 7 in regard to religious matters over which civil laws have no jurisdiction, a party of this agreement may bring a civil action or seek administrative relief in civil law from the other party for breach of this contract or for other reasons arising out of the employment relationship.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Parish Business Manager

Pastor

Date

Date

N.B. This Agreement has been drafted after consultation with the Institute for Ministries and the respective offices involved in supporting this ministry. Unless there is a compelling reason to do so, this contract should not be altered. Any alteration should be reviewed with the Institute for Ministries and the Diocesan Legal Office.

Section E

PARISH SOCIAL MINISTER

Ministry Profile..... E3

Hiring Procedure - Pastor Checklist..... E5

Job Evaluation Worksheet..... E7

Contract..... E13

Referral
In the Diocese of Pittsburgh, inquiries regarding this ministry should be directed to: Parish Social Ministry Director, Catholic Charities, 212 Ninth Street, Pittsburgh, PA 15222, (412) 456-6999.

Parish Social Minister

Vision

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

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

Responsibilities and Tasks

Worship

The Parish Social Minister:

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

Education

The Parish Social Minister:

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

Pastoral Services

The Parish Social Minister:

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

Administration

The Parish Social Minister:

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

Qualities

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

Competencies and Skills

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

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

Formation, Training and Criteria for Readiness

Preparation for this ministry requires:

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

Safe Environments 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 and a signed copy of the Code of Pastoral Conduct.

HIRING PROCEDURE - PASTOR CHECKLIST FOR PARISH SOCIAL MINISTERS

STEP ONE: WHEN A VACANCY OCCURS - The Pastor:

- _____ Notifies the Department of Parish Social Ministry at Catholic Charities of a vacancy. He/she may also use other sources of referral for the vacancy.
- _____ Reviews resumes and pertinent information concerning candidates, and then chooses one or more candidates for an interview.
- _____ Interviews the candidate(s). Selected members of the parish staff, parish pastoral council members, and/or other parishioners may assist with the interview. Upon request, the Director of Parish Social Ministry participates in the interview(s).
- _____ Selects the preferred candidate to serve as the Parish Social Minister.

STEP TWO: VALIDATING THE CANDIDATE- The Pastor:

- _____ Notifies the Department of Parish Social Ministry of the name of the recommended candidate, and sends the Department of Parish Social Ministry the following documentation:
 1. Current Resume
 2. Copies of sacramental records
 3. Academic Transcripts
 4. Three letters of recommendation (one from candidate's pastor stating the person is a Catholic in good standing)
 5. Clearances (criminal and child abuse history)
 6. *Protecting God's Children* Attendance Certificate
 7. Signed copy of Pastoral Code of Conduct
- _____ Requests that the Department of Parish Social Ministry of Catholic Charities and other appropriate diocesan offices complete an internal process of the candidate's canonical and legal status.
- _____ Requests that, upon completion of the internal review process, the Regional Vicar notify the Pastor of approval/disapproval of the recommended candidate with a copy of the notification sent to the Parish Social Ministry Office of Catholic Charities.

STEP THREE: FORMALIZING THE POSITION- The Pastor:

- _____ Meets with the approved candidate and, using the *Hiring Handbook for Parish Lay Ecclesial Ministers*, discusses compensation, benefit package, and job description. Then the one-year contract is signed by both parties.
- _____ Sends a copy of the contract to the Department of Parish Social Ministry.
- _____ Requests that the approved candidate, under the direction of the parish Safe Environment Coordinator, is entered into the Diocesan Database.
- _____ Ensures that the approved candidate is introduced to the parish community.
- _____ Notifies the Diocesan Payroll Office to have the approved candidate added to the parish payroll.

Job Evaluation Work Sheet

PARISH SOCIAL MINISTER _____

PARISH _____

PASTOR _____

DATE _____

STEP ONE: The Pastor in dialogue with the Parish Social Minister may determine a job evaluation/salary scale using the following factors.

STEP TWO: Add up your total points.

Factor ONE	_____	Education (maximum points 50)
		_____ A. Formal Education
		_____ B. Certification/Continuing Education
Factor TWO	_____	Experience (maximum points 50)
Factor THREE	_____	Responsibilities and Tasks (maximum points 100)
TOTAL	_____	(maximum points 200)

STEP THREE: Convert your total points to a classification level.

<u>Total points</u>	<u>Level</u>
0 - 39	1
40 - 79	2
80 - 119	3
120 - 159	4
160 - 200	5

STEP FOUR: Relate the Classification Level to the PARISH SOCIAL MINISTER SALARY SCALE GUIDELINES. Placement between the minimum and the maximum salary range should be determined by the number of accumulated points, the quality of work and the availability of parish resources to provide for this ministry.

FACTOR ONE - EDUCATION

Complete Parts A and B (Maximum points 50)

PART A: Formal Education (Circle only the highest level attained)

	<u>Points</u>
Associate’s Degree or 60 college credits	5
Bachelor’s Degree or Registered Nurse	15
BSW (Bachelor of Social Work)	20
Master’s Degree related to the position (Pastoral Studies, Theology, M.Div., Humanities, Education, Psychology)	35
Master of Social Work (MSW)	40
Doctorate related to the position (as listed above)	50

PART B: Certification/Continuing Formation

- (A) Certification Program (100 hours) 10
- (B) Maintenance through Resource Training (50hours) 5
- (C) Clinical Pastoral Education (CPE) (5 points per unit) _____
- (D) List workshops, seminars, and classes taken over this past year. Each 5 hours of workshops / seminars / classes is equal to 1 point. A credited college / university Course is equal to 3 points. Cannot exceed 15 points.

Workshops / Seminars / Classes	Points
_____	_____
_____	_____

(Cannot Exceed 10 Points)

TOTAL POINTS FOR FACTOR ONE: EDUCATION
(not to exceed 50 points) _____

FACTOR TWO - EXPERIENCE

Complete Parts A and B (Maximum points 50)

PART A: Previous experience as a Parish Social Minister in any diocese. Part time experience must have been for a minimum of 20 hours per week, year round. This work could have been paid or volunteer.

Circle points for total years full time and part time experience.

<u>Years</u>		<u>Full Time</u>	<u>Part Time</u>
1-2	completed years	10	5
3-4	completed years	15	8
5-6	completed years	20	10
7-8	completed years	25	13
9-10	completed years	30	15
11-12	completed years	35	18
13-14	completed years	40	20
15-16	completed years	45	23
over 16	completed years	50	25
		Total	_____

PART B: Previous experience in related fields (social work, education, nursing, religious education, religious formation, other parish ministry, etc.) Part time experience must have been for a minimum of 20 hours per week, year round. This work could have been paid or volunteer.

Circle points for total years full time and part time experience.

<u>Years</u>		<u>Full Time</u>	<u>Part Time</u>
1-2	completed years	5	3
3-4	completed years	8	4
5-6	completed years	10	5
7-8	completed years	13	7
9-10	completed years	15	8
11-12	completed years	18	9
13-14	completed years	20	10
15-16	completed years	23	12
over 16	completed years	25	13
		Total	_____

TOTAL POINTS FOR FACTOR TWO: EXPERIENCE
(not to exceed 50 points) _____

FACTOR THREE - RESPONSIBILITIES AND TASKS Complete Parts A, B, C, D and E
(Maximum points 100)

PART A: Ministry of Worship (Circle ALL that apply)

	<u>Points</u>
To serve as a leader of prayer at meetings, volunteer formation sessions wakes, nursing homes, Eucharistic services, ecumenical gatherings, etc.	2
To arrange for communal and individual sacramental opportunities (Anointing of the Sick, Eucharist, Reconciliation, etc.) when needed.	2
To organize days of prayer/prayer services.	2

PART B: Ministry of Education (Circle ALL that apply)

	<u>Points</u>
To development activities to raise social awareness of parish-at-large, neighborhood and the broader community which will lead to service and/or advocacy.	5

PART C: Ministry of Pastoral Service (Circle ALL that apply)

<u>Social Service</u>	<u>Points</u>
To provide staff support to the Pastoral Council and to promote the integration of its subcommittees (St. Vincent de Paul, Ladies of Charity, Elderly Outreach Committee, Bereavement Committee, Social Action Committee, etc.) into the parish’s total social ministry program.	4
To provide information and referral services.	3
To provide tangible assistance including emergency requests.	3
To directly provide services for parishioners (transportation, errands for the elderly, home health services, nursing home placement).	3
To minister directly to those who are sick, grieving, homebound and aging.	3

	<u>Points</u>
To coordinate volunteer outreach for the regular pastoral visitation of the sick, the dying, and those who are in hospitals, nursing homes or institutions.	4
To develop/maintain parish support groups (i.e., senior citizens, widow/widowers, separated/divorced). (3 points to develop a group; 2 points to maintain each group. Maximum of 8 points.)	–
To develop and support family ministry activities and programming	3
To recruit, motivate and train volunteer ministers in social ministry.	4
To support, motivate and evaluate volunteer ministers in social ministry.	3
To assess the social needs of the parish and its neighborhood and to inventor available community programs and parish resources (human and financial).	4
To collaborate with the parish committee responsible for works of charity and justice to direct the goal setting and planning of social ministry in the parish.	4
To design, implement, evaluate, and revise projects for social ministry within the parish (4 points). Add 2 points for each specific project coordinated (i.e., Giving Tree, Thanksgiving baskets) with a maximum of 8 points.	–
To collaborate with community and religious groups through participation on boards and committees (i.e., legislative groups, ecumenical associations, local development committees, Meals-on-Wheels, Mental Health/Mental Retardation organization, senior citizen advocacy groups, etc. (2 points each with a maximum of 4 points.)	–
To direct a parish response to a local community concern (i.e., lack of transportation, inadequate housing, unjust labor practices, etc.)	5
To initiate and develop legislative advocacy to address social policy locally and nationally.	5

PART D: Ministry of Administration (Circle ALL that apply)

	<u>Points</u>
To collaborate with the Pastor and with other members of the parish staff to integrate social ministry with other parish ministries	5
To administer funds and contributions to social ministry.	3
To maintain accurate, updated records.	2
To direct publicity regarding the social ministry program.	2
To maintain contact with the Department of Parish Social Ministry and the Parish Resource Specialist of Catholic Charities for the purpose of professional and peer support.	3

PART E: Discretionary Points (total points possible: 10)

Discretionary points may be allocated for other major responsibilities (i.e., leadership of volunteer groups, supervision of parish staff or ministry students) or special personal skills (i.e., being bilingual).

<u>Responsibilities and Skills</u>	<u>Points</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL POINTS FOR FACTOR THREE: RESPONSIBILITIES AND TASKS (not to exceed 100 points) _____

CONTRACT FOR PARISH SOCIAL MINISTER

This contract, made and entered into this _____ day of _____, _____ by and between _____ **Employer** and _____ party of the second part, hereinafter referred to as the **PARISH SOCIAL MINISTER**.

WITNESSETH, that the parties hereto, in consideration of the mutual promises and covenants hereinafter contained and intending to be legally bound thereby, agree as follows:

1. The PARISH SOCIAL MINISTER agrees to serve in that capacity for the aforesaid Parish for a term commencing _____ and ending _____. The term of this contract may not exceed twelve (12) months.
2. _____ Parish is the sole and exclusive Employer of the PARISH SOCIAL MINISTER for purposes of this Contract and any rights and duties created herein. All references to the Diocese of Pittsburgh are as a religious body only, and not as Employer of the PARISH SOCIAL MINISTER.
3. The PARISH SOCIAL MINISTER agrees to perform his/her duties as set forth in the Job Evaluation Work Sheet and Benefits Guidelines, which are attached hereto and made a part hereof.

As a condition precedent to this contract, the PARISH SOCIAL MINISTER will supply to the PARISH the appropriate State Police Clearance Form and the Department of Public Welfare Clearance Form, and/or any other clearances which may, from time to time, be required by the Diocese of Pittsburgh.

4. The PARISH SOCIAL MINISTER agrees to perform such duties for the entire contract term, and to be available for staff meetings and other consultations with the parish administration as required in the contract supplement(s).
5. The PARISH SOCIAL MINISTER agrees that should he or she work only a fraction of the contract term, the total salary and benefits due the PARISH SOCIAL MINISTER under this agreement shall be a proration of the PARISH SOCIAL MINISTER'S total gross salary and benefits for that portion of service rendered.
6. Employer reserves the right to terminate the PARISH SOCIAL MINISTER for cause during the term of this contract. Cause shall include, by way of example and without being limited to, incompetency, insubordination, neglect of duty, and failure to perform in accordance with the terms and conditions of employment as specified by Employer. Any dismissal for "cause" must be in writing specifying the reason for the dismissal.

7. The PARISH SOCIAL MINISTER recognizes the religious nature of the Diocese of Pittsburgh and agrees that the Employer has the right to dismiss the PARISH SOCIAL MINISTER for serious public immorality, public scandal, or public rejection of the teachings, doctrine or laws of the Roman Catholic Church, thereby terminating any and all rights that the PARISH SOCIAL MINISTER may have hereunder, subject, however, to the personal due process promulgated by the Roman Catholic Church.

Examples of the violation of this clause would include, but are not limited to, participation by the PARISH SOCIAL MINISTER in a marriage which is not recognized as being valid by the Roman Catholic Church, support of activities which espouse beliefs contrary to Catholic Church teachings and laws such as advocacy of a practice such as abortion, or the holding up to doubt or question the official teachings, doctrine or laws of the Catholic Church.

8. The PARISH SOCIAL MINISTER and the Employer agree that they will provide to each other sixty (60) calendar days written notice prior to the end of the contract whether each wishes to renew this agreement. The purpose of reciprocal notice is for planning purposes. This is a contract for a specified term and is not automatically renewable, nor are there any inherent rights of renewal.
9. Employer agrees to pay the PARISH SOCIAL MINISTER for the performance of his or her duties the total gross salary of \$_____, payable in _____ equal monthly installments beginning the ____ day of _____. From this gross amount such deductions as are required by law, or authorized by the PARISH SOCIAL MINISTER, will be made.

These dates are for purposes of payment only. The contractual term shall be as described in Paragraph 1 above.

10. In keeping with the Benefits Guidelines listed in the 2011 Hiring Handbook, the Employer agrees that so long as the PARISH SOCIAL MINISTER remains an employee in good standing and in compliance with the terms hereof, employer shall provide the following benefits to the PARISH SOCIAL MINISTER: (strike out what is inapplicable, and have the PARISH SOCIAL MINISTER sign margin) Health Care Coverage, Life Insurance, Dental Plan, Pension Plan and Disability Coverage as specified in the Insurance Booklet explaining such programs and in accordance with the eligibility requirements therein contained. The PARISH SOCIAL MINISTER is entitled to at least \$1,700.00 compensation in lieu of acceptance of Diocesan sponsored Health Care Coverage.
11. In regard to a disagreement concerning this contract, remedies must first be sought through the Office of Administrative Procedures of the Diocese of Pittsburgh. If the disagreement is not resolved through this action, with the exception of the statements listed in number 7 in regard to religious matters over which civil laws have no jurisdiction, a party of this agreement may bring a civil action or seek administrative relief in civil law from the other party for breach of this contract or for other reasons arising out of the employment relationship.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Parish Social Minister

Pastor

Date

Date

N.B. This Agreement has been drafted after consultation with the Institute for Ministries and the respective offices involved in supporting this ministry. Unless there is a compelling reason to do so, this contract should not be altered. Any alteration should be reviewed with the Institute for Ministries and the Diocesan Legal Office.

Section F

PASTORAL ASSOCIATE

Ministry Profile..... F3

Hiring Procedure - Pastor Checklist..... F7

Job Evaluation Worksheet..... F9

Contract..... F19

Referral

In the Diocese of Pittsburgh, inquiries about this ministry should be addressed to: Director, Institute for Ministries, Diocese of Pittsburgh, 111 Boulevard of the Allies, Pittsburgh, PA 15222-1618, (412) 456-3068.

Pastoral Associate

Vision

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

Responsibilities and Tasks

Worship

The Pastoral Associate:

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

Education

The Pastoral Associate:

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

Pastoral Services

The Pastoral Associate:

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

Administration

The Pastoral Associate:

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

Qualities

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

Competencies and Skills

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

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

4. Safe Environments for Children

- a. 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 and a signed copy of the Code of Pastoral Conduct.

HIRING PROCEDURE - PASTOR CHECKLIST FOR PASTORAL ASSOCIATE

STEP ONE: WHEN A VACANCY OCCURS - The Pastor:

- _____ Notifies the Institute for Ministries of a vacancy. He/she may also advertise the vacancy.
- _____ Reviews resumes and pertinent information concerning candidates, and then chooses one or more candidates for an interview.
- _____ Interviews candidate(s). Selected members of the staff and/or parish pastoral council members may assist with the interview. Upon request, the Director of the Institute for Ministries participates in the interview(s).
- _____ Selects the preferred candidate to serve as the Pastoral Associate.

STEP TWO: VALIDATING THE CANDIDATE- The Pastor:

- _____ Notifies the Institute for Ministries of the name of the recommended candidate, and sends the Institute for Ministries the following required documentation:
 1. Current resume
 2. Copies of sacramental records
 3. Academic Transcripts
 4. Three letters of recommendation (one from candidate's pastor stating the person is a Catholic in good standing)
 5. Clearances (criminal and child abuse history)
 6. *Protecting God's Children* attendance certificate
 7. Signed Code of Pastoral Conduct
- _____ Requests that the Institute for Ministries and other appropriate diocesan offices complete an internal review process of the candidate's canonical and civil legal status.
- _____ Requests that, upon completion of the internal review process, the Regional Vicar notify the Pastor of approval/disapproval of the recommended candidate with a copy of the notification sent to the Diocesan Director of the Institute for Ministries.

STEP THREE: FORMALIZING THE POSITION- The Pastor:

- _____ Meets with the approved candidate and, using the *Hiring Handbook for Parish Lay Ecclesial Ministers*, discusses compensation, benefit package, and job description. Then the one-year contract is signed by both parties.
- _____ Sends a copy of the contract to the Institute for Ministries.
- _____ Requests that the approved candidate, under the direction of the parish Safe Environment Coordinator, is entered into the Diocesan Database.
- _____ Ensures that the approved candidate is introduced to the parish community.
- _____ Notifies the Diocesan Payroll Office to have the approved candidate added to the parish payroll.

JOB EVALUATION WORK SHEET

PASTORAL ASSOCIATE _____

PARISH _____

PASTOR _____

DATE _____

STEP ONE: The pastor in dialogue with the Pastoral Associate may determine a job evaluation/salary scale using the following factors.

STEP TWO: Add up your total points.

Factor ONE	_____	Education (maximum points 50)
Factor TWO	_____	Experience (maximum points 50)
Factor THREE	_____	Responsibilities and Tasks (maximum points 100)
TOTAL	_____	(maximum points 200)

STEP THREE: Convert your total points to a classification level.

<u>Total points</u>	<u>Level</u>
0 - 39	1
40 - 79	2
80 - 119	3
120 - 159	4
160 - 200	5

STEP FOUR: Relate the Classification Level to the PASTORAL ASSOCIATE SALARY SCALE GUIDELINES. Placement between the minimum and the maximum salary range should be determined by the number of accumulated points and the quality of work.

FACTOR ONE - EDUCATION

Complete Parts A and B (Maximum points 50)

PART A: Formal Education (Circle only the highest level attained)

B.A. or B.S., non-related	15
B.A. or B.S., related	20
15-24 credits above B.A./B.S.	25
M.A., non-related	30
M.A., related	35
15-24 credits above M.A.	40
Ph.D., non-related	45
Ph.D., related	50

(Related: Theology, Religious Education, Pastoral Studies, etc.)

(Non-related: Philosophy, Education, Social Work, Psychology, etc.)

PART B: Ongoing Formation

- (A.) Certification Program: (60 hours or more) 20
 - Parish Social Ministry
 - Liturgical Ministry
 - Youth Ministry
 - Other:

- (B.) Clinical Pastoral Education (5 points per unit) _____

- (C.) Lists workshops, seminars, and classes taken over this past year. Each 5 hours of workshops/seminars/classes is equal to 1 point. A credited college course is equal to 3 points. Cannot exceed 15 points.

<u>Workshop/seminar/class</u>	<u>Points</u>
_____	_____
_____	_____
_____	_____

TOTAL POINTS FOR FACTOR ONE: EDUCATION
(not to exceed 50 points) _____

FACTOR TWO - EXPERIENCE

Complete Parts A and B (Maximum points 50)

PART A: Direct Parish Experience

Salaried employment on an annual basis in parish work as a: Pastoral Associate, Parish Social Minister, Director of Religious Education, Parish Formation Director or Director of Liturgical Ministries.

<u>Years</u>		<u>Full Time</u> (25-40 hrs. per week)	<u>Part Time</u> (10-24 hrs. per week)
1-3	completed years	10	5
4-6	completed years	20	10
7-9	completed years	30	15
10-12	completed year	40	20
13-15	completed years	45	23
16 or more	completed years	50	25
		Total	_____

PART B: Related Professional Experience

Salaried employment on an annual basis in a related occupation such as: Teaching, Counseling, Social Work, Retreat Work, etc.

<u>Years</u>		<u>Full Time</u> (25-40 hrs. per week)	<u>Part Time</u> (10-24 hrs. per week)
1-3	completed years	3	2
4-6	completed years	5	3
7-10	completed years	10	6
11 or more	completed years	15	8
		Total	_____

TOTAL POINTS FOR FACTOR TWO: EXPERIENCE
(not to exceed 50 points) _____

FACTOR THREE - RESPONSIBILITIES AND TASKS Complete Parts A, B, C, D and E
(Maximum points 100)

The following are a list of programs or activities that are major or regular components of parish life. These were comprised from the combined lists of many pastoral associates as well as lists of responsibilities from other dioceses.

PLEASE ADJUST TO YOUR PARTICULAR PARISH. NO ONE PASTORAL ASSOCIATE CAN BE RESPONSIBLE FOR ALL OF THE FOLLOWING.

Points in these areas are to be mutually agreed upon by pastor and the pastoral associate in light of the number of activities, number of hours and intensity of programs.

PART A: Worship (Choose the number of points from the range that is given)

The Pastoral Associate:	<u>Point Range</u>	<u>Points</u>
1.) Leads parish worship services Such as: <ul style="list-style-type: none"> ➤ Blessing of throats ➤ May crowning ➤ Prayer/Reconciliation ➤ Communion services ➤ Stations of the Cross ➤ Wake services ➤ Other: <div style="margin-left: 40px;"> <hr style="width: 200px;"/> <hr style="width: 200px;"/> <hr style="width: 200px;"/> </div>	1 - 5	_____
2.) Assists in the preparation for the sacraments Such as: <ul style="list-style-type: none"> ➤ Baptism ➤ First Reconciliation ➤ First Eucharist ➤ Confirmation ➤ Marriage 	1 - 5	_____

- 3.) Assists in planning parish liturgical celebrations in collaboration with other parish staff 1 - 5 _____
- Such as:
- Children's liturgies
 - Youth liturgies
 - Memorial liturgies
 - Other:
- _____
- _____
- _____

PART B: Education (Choose the number of points from the range which is given)

The Pastoral Associate:

- 1.) Fosters the faith growth of the members of the parish 1 - 10 _____
- Such as:
- Adult education
 - Evenings of renewal
 - R.C.I.A.
 - Retreats
 - Parish missions
 - Evangelization
 - Other:
- _____
- _____
- _____
-
- 2.) Contributes to the initial formation and ongoing development of various ministers and parish groups 1 - 10 _____
- Such as:
- Altar servers
 - Baptism team
 - Eucharistic ministers
 - Lectors
 - Liturgical team
 - Hospitality ministers
 - Marriage Preparation Programs team
 - Other:
- _____
- _____
- _____

- 3.) Collaborates with the parish staff in assisting the ministry to children, youth and adults in religious education 1 - 5 _____
 Such as:
- Adult workshops/seminars/scripture studies
 - Advise/consult with Parish Religious Education Program
 - Adjunct teaching in Parish Religious Education Program/school
 - High school religious education
 - Other:
- _____
- _____
- _____

PART C: Pastoral Services (Choose the number of points from the range that is given)

The Pastoral Associate:

- 1.) Provides significant personal presence at parish events 1 - 5 _____
 Such as:
- Presence at the church during Sunday Masses
 - Parish dinners
 - Parish festival
 - Other parish social events:
- _____
- _____
- _____
- 2.) Participates in the pastoral care of the sick 1 - 5 _____
 Such as:
- Visits the sick at home/hospital
 - Acts as a liaison with nursing homes/hospice
 - Makes communion calls
 - Other:
- _____
- _____
- _____
- 3.) Provides spiritual leadership within the parish 1 - 5 _____
 Such as:
- Spiritual direction
 - Pastoral counseling
 - Directed Retreats
 - Other:
- _____
- _____
- _____

- 4.) Assists and shares in ministering to persons in need 1 - 10 _____
 Such as:
- Annulment process
 - Bereavement programs
 - Divorce & separated groups
 - Emergency requests for assistance
 - Family life ministry
 - Marriage/family counseling
 - Outreach to alienated Catholics
 - Rainbows for all God's children
 - Senior citizen groups
 - Other:
- _____
- _____
- _____

- 5.) Assists the pastor in developing social consciousness 1 - 5 _____
 Such as:
- Parish outreach ministry
 - Staff development
 - Food & clothing drives
 - St. Vincent de Paul Society
 - Ladies of Charity
 - Other:
- _____
- _____
- _____

PART D: Administration: (Choose the number of points from the range that is given)

The Pastoral Associate:

- 1.) Collaborates closely with the pastor and with other 1 - 3 _____
 members of the staff, and on occasion, represents
 the pastor.

- 2.) Collaborates in the overall process of parish administration 1 - 3 _____
 Such as:
 - Needs assessment
 - Pastoral planning
 - Parish Pastoral council
 - Financial management
 - Other: _____

- 3.) Acts as a liaison with the Diocese 1 - 3 _____

- 4.) Participates in civic/ecumenical activities 1 - 3 _____

- 5.) Other: 1 - 3 _____

PART E: Major Responsibilities/Discretionary Points

The Pastoral Associate:

1.) Major Responsibilities (Maximum Points 30)

The pastoral associate ministry is comprehensive in nature with designated responsibilities. Given the gifts of the pastor, the pastoral associate and other staff members, and the needs of the parish, these designated responsibilities will vary.

After prayerful consideration and open discussion regarding these needs and gifts, the pastor and the pastoral associate will take into account the pastoral associate’s major areas of responsibility as well as special or additional dimensions needed by that particular parish.

Even though the pastoral associate is a generalist, there are usually a few areas that are considered MAJOR RESPONSIBILITIES. For just compensation, we are allowing 10 additional points per area.

Areas of major responsibility can be defined as any of the aforementioned ministry areas involving 8 hours per week or more.

10 ADDITIONAL POINTS are to be awarded for every 8 hours per week spent in a major responsibility area.

Major Area of Responsibility	Hours	Points
a.) _____	_____	_____
b.) _____	_____	_____
c.) _____	_____	_____
	TOTAL	_____

2. Discretionary Points (Maximum Points 15)

As each parish is unique with special areas or needs, discretionary points may be issued to compensate for those unique situations that have not yet been covered. (Examples: Intern supervision, co-director of religious education, music minister, bilingual, etc.)

List Variables	Points
_____	_____
_____	_____
_____	_____
	TOTAL

TOTAL POINTS FOR FACTOR THREE: RESPONSIBILITIES AND TASKS
 (not to exceed 100 points) _____

CONTRACT FOR PASTORAL ASSOCIATE

This contract, made and entered into this _____ day of _____, _____ by and between _____ **Employer** and _____ party of the second part, hereinafter referred to as the **PASTORAL ASSOCIATE**.

WITNESSETH, that the parties hereto, in consideration of the mutual promises and covenants hereinafter contained and intending to be legally bound thereby, agree as follows:

1. The PASTORAL ASSOCIATE agrees to serve in that capacity for the aforesaid Parish for a term commencing _____ and ending _____. The term of this contract may not exceed twelve (12) months.
2. _____ Parish is the sole and exclusive Employer of the PASTORAL ASSOCIATE for purposes of this Contract and any rights and duties created herein. All references to the Diocese of Pittsburgh are as a religious body only, and not as Employer of the PASTORAL ASSOCIATE.
3. The PASTORAL ASSOCIATE agrees to perform his/her duties as set forth in the Job Evaluation Work Sheet and Benefits Guidelines, which are attached hereto and made a part hereof.

The PASTORAL ASSOCIATE agrees to provide to the Employer evidence of his/her certification by the Institute for Ministries.

As a condition precedent to this contract, the PASTORAL ASSOCIATE will supply to the PARISH the appropriate State Police Clearance Form and the Department of Public Welfare Clearance Form, and/or any other clearances which may, from time to time, be required by the Diocese of Pittsburgh.

4. The PASTORAL ASSOCIATE agrees to perform such duties for the entire contract term, and to be available for staff meetings and other consultations with the parish administration as required.
5. The PASTORAL ASSOCIATE agrees that should he or she work only a fraction of the contract term, the total salary and benefits due the PASTORAL ASSOCIATE under this agreement shall be a proration of the PASTORAL ASSOCIATE'S total gross salary and benefits for that portion of service rendered.
6. Employer reserves the right to terminate the PASTORAL ASSOCIATE for cause during the term of this contract. Cause shall include, by way of example and without being limited to, incompetency, insubordination, neglect of duty, and failure to perform in accordance with the terms and conditions of employment as specified by Employer. Any dismissal for "cause" must be in writing specifying the reason for the dismissal.

7. The PASTORAL ASSOCIATE recognizes the religious nature of the Diocese of Pittsburgh and agrees that the Employer has the right to dismiss the PASTORAL ASSOCIATE for serious public immorality, public scandal, or public rejection of the teachings, doctrine or laws of the Roman Catholic Church, thereby terminating any and all rights that the PASTORAL ASSOCIATE may have hereunder, subject, however, to the personal due process promulgated by the Roman Catholic Church.

Examples of the violation of this clause would include, but are not limited to, participation by the PASTORAL ASSOCIATE in a marriage which is not recognized as being valid by the Roman Catholic Church, support of activities which espouse beliefs contrary to Catholic Church teachings and laws such as advocacy of a practice such as abortion, or the holding up to doubt or question the official teachings, doctrine or laws of the Catholic Church.

8. The PASTORAL ASSOCIATE and the Employer agree that they will provide to each other sixty (60) calendar days written notice prior to the end of the contract whether each wishes to renew this agreement. The purpose of reciprocal notice is for planning purposes. This is a contract for a specified term and is not automatically renewable, nor are there any inherent rights of renewal.
9. Employer agrees to pay the PASTORAL ASSOCIATE for the performance of his or her duties the total gross salary of \$_____, payable in ____ equal monthly installments beginning the _____ day of _____. From this gross amount such deductions as are required by law, or authorized by the PASTORAL ASSOCIATE, will be made.

These dates are for purposes of payment only. The contractual term shall be as described in Paragraph 1 above. As a matter of social justice, this pay rate shall not, without serious reason, deviate from the pay scale for the PASTORAL ASSOCIATE recommended by the Diocese of Pittsburgh.

10. In keeping with the Benefits Guidelines listed in the 2011 Hiring Handbook, the Employer agrees that so long as the PASTORAL ASSOCIATE remains an employee in good standing and in compliance with the terms hereof, employer shall provide the following benefits to the PASTORAL ASSOCIATE: (strike out what is inapplicable, and have the PASTORAL ASSOCIATE sign margin) Health Care Coverage, Life Insurance, Dental Plan, Pension Plan and Disability Coverage as specified in the Insurance Booklet explaining such programs and in accordance with the eligibility requirements therein contained. The PASTORAL ASSOCIATE is entitled to at least \$1,700.00 compensation in lieu of acceptance of Diocesan sponsored Health Care Coverage.
11. In regard to a disagreement concerning this contract, remedies must first be sought through the Office of Administrative Procedures of the Diocese of Pittsburgh. If the disagreement is not resolved through this action, with the exception of the statements listed in number 7 in regard to religious matters over which civil laws have no jurisdiction, a party of this agreement may bring a civil action or seek administrative relief in civil law from the other party for breach of this contract or for other reasons arising out of the employment relationship.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Pastoral Associate

Pastor

Date

Date

N.B. This Agreement has been drafted after consultation with the Institute for Ministries and the respective offices involved in supporting this ministry. Unless there is a compelling reason to do so, this contract should not be altered. Any alteration should be reviewed with the Institute for Ministries and the Diocesan Legal Office.

Section G

YOUTH MINISTER

Ministry Profile.....	G3
Hiring Procedure - Pastor Checklist.....	G7
Job Evaluation Worksheet.....	G9
Contract.....	G17

Referral

In the Diocese of Pittsburgh, inquiries concerning this ministry should be addressed to: Director, Department for Youth and Young Adult Ministry, Diocese of Pittsburgh, 1010 McNeilly Road, Pittsburgh, PA 15226, (412) 456-3140.

Youth Minister

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

Vision

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

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

Responsibilities and Tasks

Worship

The Youth Minister:

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

Education

The Youth Minister:

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

Pastoral Services

The Youth Minister:

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

Administration

The Youth Minister:

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

Qualities

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

Competencies and Skills

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

The Youth Minister:

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

Formation, Training and Criteria for Readiness

Preparation for youth ministry requires:

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

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

Safe Environments 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 and a signed copy of the Code of Pastoral Conduct.

Cardinal's Clause

A signed copy of the Cardinal's Clause must be kept on file for all Youth Ministers.

HIRING PROCEDURE - PASTOR CHECKLIST FOR YOUTH MINISTERS

STEP ONE: WHEN A VACANCY OCCURS - The Pastor:

- _____ Notifies the Department for Youth and Young Adult Ministry of a vacancy.
- _____ Requests resumes of candidates who have applied to the Department for Youth and Young Adult Ministry or seeks his/her own candidate.
- _____ Interviews the candidate(s). Selected members of the parish staff, parish pastoral council members, and/or other parishioners may assist with the interview. The Department for Youth and Young Adult Ministry supplies job descriptions and interview questions. Upon request, the Director for Youth and Young Adult Ministry participates in the interview(s).
- _____ Selects the preferred candidate to serve as the Youth Minister.
- _____ Refers the preferred candidate to the Department for Youth and Young Adult Ministry for the Perceiver Interview.

STEP TWO: VALIDATING THE CANDIDATE- The Pastor:

- _____ Submits the required documentation for the candidate to the Department for Youth and Young Adult Ministry:
 1. Results of the Perceiver Interview
 2. Current resume
 3. Copies of sacramental records
 4. Academic transcripts
 5. Three letters of recommendation (to include one from the candidate's pastor stating the person is a Catholic in good standing)
 6. Clearances (criminal record and child abuse history)
 7. *Protecting God's Children* attendance certificate
 8. A copy of the signed Code of Pastoral Conduct
 9. A copy of the signed Cardinal's Clause
- _____ Requests the Department for Youth and Young Adult Ministry and other appropriate diocesan offices complete and internal review process of the candidate's canonical and civil legal status.

Requests that, upon completion of the internal review, the Regional Vicar notify the Pastor of approval/disapproval of recommended candidate with a copy of the notification sent to the Diocesan Director of the Department for Youth and Young Adult Ministry.

STEP THREE: FORMALIZING THE POSITION- The Pastor:

- _____ Meets with the approved candidate and using the *Hiring Handbook for Parish Lay Ecclesial Ministers* discusses compensation, benefit package, and job description. Then the one-year contract is signed by both parties.
- _____ Sends a copy of the signed contract to the Director of Youth and Young Adult Ministry.
- _____ Requests that the approved candidate, under the direction of the parish Safe Environment Coordinator, is entered into the Diocesan Database.
- _____ Ensures that the approved candidate is introduced to the parish community.
- _____ Notifies the Diocesan Payroll Office to have the approved candidate added to the parish payroll.

JOB EVALUATION WORK SHEET

YOUTH MINISTER _____

PARISH _____

PASTOR _____

DATE _____

STEP ONE: The pastor in dialogue with the Youth Minister may determine a job evaluation/salary scale using the following factors.

STEP TWO: Add up your total points.

Factor ONE	_____	Education (maximum points 50)
Factor TWO	_____	Experience (maximum points 50)
Factor THREE	_____	Responsibilities and Tasks (maximum points 100)
TOTAL	_____	(maximum points 200)

STEP THREE: Convert your total points to a classification level.

<u>Total points</u>	<u>Level</u>
0 - 39	1
40 - 79	2
80 - 119	3
120 - 159	4
160 - 200	5

STEP FOUR: Relate the Classification Level to the YOUTH MINISTER SALARY SCALE GUIDELINES. Placement between the minimum and the maximum salary range should be determined by the number of accumulated points and the quality of work.

FACTOR ONE - EDUCATION

Complete Parts A and B (Maximum points 50)

PART A: Formal Education (Circle only the highest level attained)

B.A. or B.S., non-religious major	15
B.A. or B.S., theology major or major relevant to position (education, communications, administration, or youth ministry)	20
18 credit hours towards Master's Degree	30
Master's Degree relevant to position (youth ministry, theology, religious education or pastoral studies)	40
2 Master's Degrees, a Master's of Divinity or 36 post-graduate hours related to position	45
Doctorate of Ministry or Theology, or relevant to position	50

PART B: Ongoing Formation

It is expected that each Youth Minister is to attend diocesan sponsored updating workshops and other programs for professional enrichment.

List program and date of classes taken in previous contract year. Each 5 hours of class/ seminar/workshop is equal to 1 point. A credited college course is equal to 3 points. Cannot exceed 10 points.

<u>Date</u>	<u>Class/Seminar/Workshop</u>	<u>Points</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL POINTS FOR FACTOR ONE: EDUCATION
(not to exceed 50 points) _____

FACTOR TWO - EXPERIENCE

Complete Parts A, B and C (Maximum points 50)

PART A: Previous experience as a Youth Minister in any diocese.

<u>Years</u>		<u>Full Time</u>	<u>Part Time</u>
1-3	completed years	10	5
4-6	completed years	20	10
7-9	completed years	30	15
10-12	completed years	40	20
13-15	completed years	45	23
16 or more	completed years	50	25
		Total	_____

PART B: Previous experience in other parish ministry (such as Counselor, Teacher, Principal, Religion Department Chair, Pastoral Associate, or Religious Community Administration). To qualify for previous experience points, part time work must have been for a minimum of 20 hours per week year round.

Specify previous experience in other ministry:

<u>Experience</u>	<u>Years</u>	
	<u>Full Time</u>	<u>Part Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total years experience	_____	_____

Circle points for total years full time and part time experience.

<u>Years</u>		<u>Full Time</u>	<u>Part Time</u>
1-3	completed years	3	2
4-6	completed years	5	3
7-10	completed years	10	6
10+	completed years	15	8
		Total	_____

PART C: Part time volunteer experience in Youth Ministry and/or religious education program.

		<u>Program Coordinator</u>	<u>Certified Catechist</u>
1-3	completed years	2	1
4-6	completed years	3	2
7-10	completed years	4	3
10+	completed years	5	4
			Total _____

TOTAL POINTS FOR FACTOR TWO: EXPERIENCE
(not to exceed 50 points) _____

FACTOR THREE - RESPONSIBILITIES AND TASKS Complete Parts A, B, and C
(Maximum points 100)

PART A: Planning/assessing and evaluating programs (Circle **ALL** that apply)

Basic Older Adolescent High School Programs

	<u>Points</u>
Size of Parish: Over 6,000 parishioners	15
3,000-6,000 parishioners	10
Under 3,000 parishioners	5
Serving more than one parish	15

Comprehensive Youth Ministry (see attached definition)

Advocacy	3
Catechesis	4
Community Life	3
Evangelization	3
Justice and Service	3
Leadership Development	3
Pastoral Care	3
Prayer and Worship	3

THE EIGHT COMPONENTS OF YOUTH MINISTRY

(taken from *Renewing The Vision*, USCCB, 1997)

ADVOCACY	Interpreting the needs of youth and their families, especially the social problems facing them and <i>acting</i> with or on behalf of youth and their families for a change in the systems (policies, procedures, programs) which create or contribute to the social problems: <i>giving</i> young people a voice and <i>empowering</i> them to address the social problems that they face.
CATECHESIS	Sponsoring youth toward maturity in Catholic Christian faith as a living reality through the kind of teaching and learning that emphasizes understanding, reflection, and transformation: <i>fostering</i> in youth a communal identity as Catholic Christians within the intergenerational community of faith and helping them to develop their own personal faith identity.
COMMUNITY LIFE	Creating an environment which nurtures meaningful relationships among youth and between youth and adults characterized by Gospel values (e.g., acceptance of all people, trust, respect, cooperation, honesty, taking responsibility, willingness to serve); <i>helping</i> young people feel like a valued part of the church; <i>providing</i> opportunities for social interaction and meaningful participation in the church and civic community.
EVANGELIZATION	Proclaiming through word and witness the Good News of the Gospel to youth who have not yet heard or seen it and inviting them into a relationship with Jesus Christ and the community of believers; ongoing witness of the faith community as it attempts to live out the Gospel with such authenticity that the faith of all the members is sustained and nourished. Evangelization is the energizing core of all the components of youth ministry.
JUSTICE AND SERVICE	Guiding young people in the development of a social consciousness and a commitment to a life of justice and service grounded in their faith in Jesus Christ, in the Scriptures and in Catholic social teaching; <i>empowering</i> young people (and their families) to work for justice by concrete efforts to address the causes of human suffering, to service those in need, to pursue peace, and to defend the life, dignity, and rights of all people; <i>infusing</i> the concepts of justice and peace into all youth ministry efforts.
LEADERSHIP DEVELOPMENT	Recruiting, training, and supporting youth and adult leaders in youth ministry; empowering youth for leadership and ministry with their peers, in their schools, and in the church and civic community; <i>developing</i> a leadership team of youth and adults to organize and coordinate a ministry with youth; <i>partnering</i> with parents and families in promoting positive youth development and faith growth.
PASTORAL CARE	Promoting positive youth and family development through a variety of preventive strategies (e.g., developing life skills and parenting skills); <i>caring</i> for youth and families in crisis through support, counseling, and referral to appropriate community agencies; and <i>providing</i> guidance as youth face life decisions and make moral choices.
PRAYER AND WORSHIP	Assisting young people in deepening their relationship with Jesus through spiritual development and a personal prayer life; providing a variety of communal prayer and worship experiences with youth to deepen and celebrate their relationship with Jesus in a caring Christian community; involving young people in the sacramental life of the church.

	<u>Points</u>
Early Adolescence (10-14 years)	
Youth Group	3
Confirmation Preparation	3
Service Projects	3
Other (specify) _____	3
Young Adults (18-30 something)	
Catechetical	3
Community Building (socials, newsletter, etc.)	3
Other (specify) _____	3
*Family Centered Programming	1 - 4
*Marriage Preparation	1 - 4
*Elementary Ministry (service, community building)	1 - 4
*Other (specify) _____	1 - 4

*Points in this area are to be mutually agreed upon by pastor, team member and the youth minister in light of the number of people, number of hours, and intensity of the program.

PART B: Recruiting/training/supervising staff (Circle ALL that apply)

	<u>Number</u>	<u>Points</u>
Youth Minister Volunteers		
(All those who help the Youth Ministry program including catechists, confirmation preparation team, scout leaders, coaches, and chaperones)	1 - 15	6
	16 - 20	12
	31 +	18

PART C: Responsibilities (Circle ALL that apply)

	<u>Points</u>
Writes, designs and implements catechetical material	2
Conducts programs in a second language	2
Advocates Youth Ministry throughout parish activities	2
Participates in parish staff meetings	2
Coordinates youth/adult planning team (Solomon’s Wish)	2
Participates in diocesan committees	2
Provides opportunities for inclusive/multicultural participation	2
Provides formation for Youth Ministry volunteers	2
Provides Youth Ministry formation for other parish ministers	2
Collaborates with parish education committee and/or parish pastoral council	2
Coordinates liturgies with youth and/or young adult involvement	2
Designs and plans retreats	2
Coordinates Young Adult activities	2
Coordinates summer work-camp and/or service program	2
Oversees CYM/CYO sports program	2
Resources Scouting program	2
Serves as liaison to public school and youth servicing agencies	2
Participates in diocesan and regional meetings	1
Belongs to national professional organization (NACYML)	1
*Is present at weekend parish liturgies	1 - 3
*Assumes secretarial responsibilities	1 - 3
*Assists in maintaining facility	1 - 3

*Points in this area are to be mutually agreed upon by pastor, team member and the youth minister in light of number of hours and number of duties.

TOTAL POINTS FOR FACTOR THREE: RESPONSIBILITIES AND TASKS
 (not to exceed 100 points) _____

CONTRACT FOR YOUTH MINISTER

This contract, made and entered into this ____ day of _____, ____ by and between _____ **Employer** and _____ party of the second part, hereinafter referred to as the **YOUTH MINISTER**.

WITNESSETH, that the parties hereto, in consideration of the mutual promises and covenants hereinafter contained and intending to be legally bound thereby, agree as follows:

1. The YOUTH MINISTER agrees to serve in that capacity for the aforesaid Parish for a term commencing _____ and ending _____. The term of this contract may not exceed twelve (12) months.
2. _____ Parish is the sole and exclusive Employer of the YOUTH MINISTER for purposes of this Contract and any rights and duties created herein. All references to the Diocese of Pittsburgh are as a religious body only, and not as Employer of the YOUTH MINISTER.
3. The YOUTH MINISTER agrees to perform his/her duties as set forth in Job Evaluation Worksheet and Benefits Guidelines, which are attached hereto and made a part hereof.

As a condition precedent to this contract, the YOUTH MINISTER will supply to the PARISH the appropriate State Police Clearance Form and the Department of Public Welfare Clearance Form, and/or any other clearances which may, from time to time, be required by the Diocese of Pittsburgh.

4. The YOUTH MINISTER agrees to perform such duties for the entire contract term, and to be available for staff meetings and other consultations with the parish administration as required in the contract supplement(s).
5. The YOUTH MINISTER agrees that should he or she work only a fraction of the contract term, the total salary and benefits due the YOUTH MINISTER under this agreement shall be a proration of the YOUTH MINISTER'S total gross salary and benefits for that portion of service rendered.
6. Employer reserves the right to terminate the YOUTH MINISTER for cause during the term of this contract. Cause shall include, by way of example and without being limited to, incompetency, insubordination, neglect of duty, and failure to perform in accordance with the terms and conditions of employment as specified by Employer. Any dismissal for "cause" must be in writing specifying the reason for the dismissal.

7. The YOUTH MINISTER recognizes the religious nature of the Diocese of Pittsburgh and agrees that the Employer has the right to dismiss the YOUTH MINISTER for serious public immorality, public scandal, or public rejection of the teachings, doctrine or laws of the Roman Catholic Church, thereby terminating any and all rights that the YOUTH MINISTER may have hereunder, subject, however, to the personal due process promulgated by the Roman Catholic Church.

Examples of the violation of this clause would include, but are not limited to, participation by the YOUTH MINISTER in a marriage which is not recognized as being valid by the Roman Catholic Church, support of activities which espouse beliefs contrary to Catholic Church teachings and laws such as advocacy of a practice such as abortion, or the holding up to doubt or question the official teachings, doctrine or laws of the Catholic Church.

8. The YOUTH MINISTER and the Employer agree that they will provide to each other sixty (60) calendar days written notice prior to the end of the contract whether each wishes to renew this agreement. The purpose of reciprocal notice is for planning purposes. This is a contract for a specified term and is not automatically renewable, nor are there any inherent rights of renewal.
9. Employer agrees to pay the YOUTH MINISTER for the performance of his or her duties the total gross salary of \$_____, payable in _____ equal monthly installments beginning the _____ day of _____. From this gross amount such deductions as are required by law, or authorized by the YOUTH MINISTER, will be made.

These dates are for purposes of payment only. The contractual term shall be as described in Paragraph 1 above.

10. In keeping with the Benefits Guidelines listed in the 2011 Hiring Handbook, the Employer agrees that so long as the YOUTH MINISTER remains an employee in good standing and in compliance with the terms hereof, employer shall provide the following benefits to the YOUTH MINISTER: (strike out what is inapplicable, and have the YOUTH MINISTER sign margin) Health Care Coverage, Life Insurance, Dental Plan, Pension Plan and Disability Coverage as specified in the Insurance Booklet explaining such programs and in accordance with the eligibility requirements therein contained. The YOUTH MINISTER is entitled to at least \$1,700.00 compensation in lieu of acceptance of Diocesan sponsored Health Care Coverage.
11. In regard to a disagreement concerning this contract, remedies must first be sought through the Office of Administrative Procedures of the Diocese of Pittsburgh. If the disagreement is not resolved through this action, with the exception of the statements listed in number 7 in regard to religious matters over which civil laws have no jurisdiction, a party of this agreement may bring a civil action or seek administrative relief in civil law from the other party for breach of this contract or for other reasons arising out of the employment relationship.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Youth Minister

Pastor

Date

Date

N.B. This Agreement has been drafted after consultation with the Institute for Ministries and the respective offices involved in supporting this ministry. Unless there is a compelling reason to do so, this contract should not be altered. Any alteration should be reviewed with the Institute for Ministries and the Diocesan Legal Office.

