



Ministry to Catholic Charismatic Renewal, Diocese of Toledo
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JOB DESCRIPTION FOR
EXECUTIVE DIRECTOR OF THE TOLEDO DIOCESE
MINISTRY TO CATHOLIC CHARISMATIC RENEWAL - 2021

The Director of the M.C.C.R. is responsible to the Spiritual Leadership Council (SLC)
The Chairperson of the SLC is the contact point for the Director unless otherwise designated.
A Committee Chairperson may be designated for efficiency of communication.
The MCCR is an affiliate of the Diocese of Toledo, under the authority of Daniel E. Thomas, Bishop.

The six major areas of responsibility of the M.C.C.R. Director are:

1. managing the M.C.C.R. Office;
2. coordinating the scheduling of area ministries;
3. pastoring the prayer groups;
4. communicate/inspire through social media, email/text and print
5. fundraising for the ministry
6. serving as Diocesan Liaison to the National Catholic Charismatic Renewal: Pentecost Today USA.

MANAGING THE M.C.C.R. OFFICE

The office hours are _____ Monday through Friday by phone or E-mail and on site as needed.

Special consideration of variance from the above will be provided by the SLC, if possible, to meet specific needs when requested.

The Director is responsible for the management of the M.C.C.R. Office including its efficient operation, the paid staff and its volunteers.

A monthly summary of the office budget will be provided to the SLC at their meetings. It will include a detailed income and expense statement and a balance sheet. A typed report of the accomplishments of the Director and information about Prayer Groups visited, their concerns, their leaders and ministers, type of group, number involved and the place, time and days of their meetings.

An accurate, current list of the Prayer Groups and the contact person, leaders, ministries (such as teachers), healing ministers, prophets, musicians, willing servants, etc. is to be developed as a resource for the people of the Charismatic Renewal and the Diocese of Toledo. The Director is to coordinate requests of these resources.

The Director will communicate/inspire through social media, email/text and print. This includes publishing the SOUNDS OF THE CENACLE quarterly. It is to include articles from various people in our

Diocese: witnesses of Faith and healing, activities of Prayer Groups and their ministries by those involved, any special news of the M.C.C.R., coordinated events or decisions of the SLC and scheduled events to be held through the Diocese or area. A Prayer Group is to be a featured article on a regular basis when possible at the Director's discretion. Additional information about MCCR resources, services provided and hours of operation are to be published when possible at the Director's discretion.

Other areas of responsibility may be designated by SLC as needed for the Director and the staff of the M.C.C.R. Office.

COORDINATING THE SCHEDULING OF AREA MINISTRIES

The Director will coordinate the scheduling of the following ministries and events in order to maximize the efficient use of other limited resources and time. The Director will also act as a Liaison between these ministries and the SLC. A contact person is to be established for each of these groups by the Director. The following is a partial list and may be added to or changed as needed and/or developed.

Area wide gatherings, retreats, healing masses, "Life in the Spirit" seminars, Cenacles, music groups (Servants in Song or other), conference team, youth team, etc., are to be contacted by the Director and kept informed of activities so they may plan their activities without conflicting schedules. Two way communication is primary. Any special concerns of the people and the ways the office and SLC may assist is to be offered and communicated to the SLC in a timely manner.

PASTORING THE PRAYER GROUPS

The prayer group is a prime responsibility of the M.C.C.R. Spiritual Leadership Council and the Director. Promoting the Baptism of the Holy Spirit, Spiritual Gifts and sound Catholic Doctrine is a joint responsibility we share with the renewal Leadership and each prayer group member.

Therefore, communication and cooperation between these groups is essential. Our aim is to follow the vision, goals and direction of the M.C.C.R. as received from our Lord Jesus on the Holy Spirit and also the guidelines given us from CHARIS.

The Director is responsible as Liaison for the office and the SLC to the various prayer groups and ministries to visit at least one of these each week. These include healing masses, closing of activities, retreats, area wide gatherings, prayer meeting, seminars, ministry meetings, workshops, core meetings, leaders meetings, and planning meetings of various leadership groups or committees. Much of this will necessarily take place in the evening and on weekends. It will be the Director's responsibility to use good judgment in the use of time and effort in visiting these groups in order to communicate services being offered and to gather information useful to the "Renewal" and requested by the SLC. The Director will use the information gathered to develop programs with the assistance of the SLC for training and instruction needed by the people, groups and leadership of the Renewal. These may take various forms such as workshops, retreats, teaching or days of Renewal. Special care must be taken in the development of leaders and their information. The Director will have primary responsibility in developing the format and content of these programs and processes with assistance from SLC. It is desirable to include the various gifted people in our Diocese in the planning and implementation of these events as much as is possible.

The Director has the responsibility of organizing two events for the Diocese. One is an annual retreat

at the M.C.C.R. Center for the SLC in a format as done in the past. The second is a Pentecost Mass or another gathering that would draw the entire Renewal together as one visible body. This does not include the annual Catholic Conference on Renewal in the Holy Spirit which is the responsibility of the Conference Committee under the auspices of the SLC.

The goal of the M.C.C.R. is to form a network of people in community to be a visible body of loving Christians who minister to each other and draw others to the Lord God by their example of faith and good works. In this, way the Lord will be glorified in the ways and works of His/Her children.

The focus of direction of the M.C.C.R., a diocesan view, is "To initiate and support living the fullness of the Baptism of the Holy Spirit with a natural joy and fire integrated in the local church with personal holiness and corporate unity."

BENEFITS

1. One (1) year wage agreement between the Diocese of Toledo Ministry to the Catholic Charismatic Renewal and the Executive Director of the M.C.C.R.
2. The Executive Director of the M.C.C.R. Will be paid a weekly salary at the rate of \$_____ or \$_____ annually, beginning _____, 2021.
3. Mileage will be paid at .56 per mile.

A formal review will be made annually with informal feed back at least quarterly. The calendar year will be used as the basic time frame.

The Executive Director will receive the following days off with pay when they fall on a Scheduled work day:

January 1st	Thanksgiving Day	Employee's birthday or alternate
Good Friday	Day after Thanksgiving	
May (Memorial Day)	December 24th	
July 4th	December 25th	
Labor Day	December 26th	

Please send resume and references to mccrholyspirit@gmail.com