



**Position Title:** Missioner for Vocations

**Reports to:** The Bishop of West Missouri

**Employment Classification:**  Full-time  Part-time  
 Exempt  Non-exempt

**Average number of hours worked per week:** 10

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## Position Summary

The Missioner for Vocations works closely with the Bishop and the Commission on Ministry to ensure the Constitution and Canons are followed in the ordination process. The Missioner for Vocations also works closely with congregations putting candidates forward for ordination, ensuring clear communication and expectations with all parties involved.

## Essential Duties and Responsibilities

The Missioner for Vocations is the staff liaison for these organizations:

### 1. The Commission on Ministry (COM)

- a. **Vocational Discernment:** Helping congregations, groups and individuals to discern what kinds of ministry God might be calling them to.
- b. **Ordination Process:** Congregations and some organized ministries may nominate persons for ordination as either priests or deacons. From that point on, the COM oversees the process and advises the bishop. A detailed description of the ordination process may be found at <http://www.diowestmo.org/clergy/overview-of-the-ordination-process.html>
- c. **Licensed Ministry:** Our diocese grants six kinds of licenses for lay ministers: Catechist, Preacher, Pastoral Leader, Worship Leader, Eucharistic Minister, and Eucharistic Visitor. Descriptions of licenses, requirements and applications are available at <http://www.diowestmo.org/congregations/administration.html>.
- d. **Continuing Education:** COM establishes standards for continuing education for all clergy, mentoring for newly ordained clergy, and orientation for clergy new to the diocese.

## **2. The Board of Examining Chaplains (DBEC)**

- a. The DBEC is responsible for administering and evaluating the examinations required for ordination.

3. The **Bishop Kemper School for Ministry (BKSM)** provides courses of instruction for ordained and lay ministers, plus continuing education and enrichment for everyone. For more information, go to <http://www.bishopkemperschool.org/>

## **Supervisory Responsibilities**

Will not supervise other employees but will collaborate extensively with other employees.

## **Qualifications, Education and Experience**

- Minimum qualifications — the candidate should possess:
  - High school diploma,
  - The ability to use a computer,
  - Good written and verbal communication skills,
  - The ability to maintain a professional demeanor in tense situations,
  - An orientation to see and track multiple details simultaneously,
  - Good, personal time-management skills,
  - Strong problem-solving abilities,
  - The ability to multi-task and prioritize responsibilities, and
  - The ability to work well individually and on a team.
- The most competitive candidate will also possess:
  - A bachelor's degree or higher

## **Language Skills**

- Ability to communicate orally using proper grammar and lucid articulation
- Ability to draft a variety of official and professional correspondence with minimal supervision and editing.

## **Work Environment**

- This employee will work from home.
- In performance of the position's primary duties, supervision is provided by the Bishop.
- The Missioner for Vocations will be required to employ a high degree of independence and foresight and to be able to work without close

supervision most of the time.

- This position requires frequent interaction and cooperation with other members of the Diocesan staff.