



## **Parish Ministry Coordinator**

Position: Parish Ministry Coordinator

Status: Full time

Hours: Flexible schedule including weekends

Supervisor: Pastor

### **Role Description Summary**

The Parish Ministry Coordinator is professionally qualified, spiritually, academically and by experience, to serve as a minister.

The Parish Ministry Coordinator regularly collaborates with the pastor, parish staff, and leadership and meets with them regularly regarding the following:

1. Coordination and organization of Parish wide events
2. Appraising them of any special situation/s
3. Needs of areas s/he is responsible for, i.e.:
  - Parish Ministries
  - Adult Faith Formation
  - RCIA for children and adults in English and Spanish

### **Pastoral Role and Responsibilities**

The Parish Ministry Coordinator:

1. Works with the parish community to develop and live a pastoral vision and mission. This mission and vision includes plans for serving the parish community, as well as, outreach and evangelization to those in the parish's area. S/he works closely and collaboratively with the lay ministry leaders of the parish.
2. Oversees the day-to-day operations and administrative planning for the parish and events. This oversight includes recruitment, training, and management of volunteers to enhance living the mission of the parish.
3. Collaborates with the Parish Leadership on different concerns and activities.

4. a. Annually, the PMC coordinates with the Business Manager the budget development process in the areas s/he is responsible.
  - b. Annually, will also facilitate an examination/evaluation of the ways in which the parish is living its mission.
5. The PMC will represent the parish in relationship to the larger community; that is, in dealing with neighborhood and local civic groups. S/he represents the parish in relationship to ecumenical and inter-faith matters, working with religious communities, and in the parish pastoral care area, regional and diocesan groups.
6. The PMC provides significant personal leadership coordination and presence at main parish events, for example presence at weekend Masses, with parishioners at important times in their lives, and significant parish pastoral events.

### **Professional/Personal Knowledge and Skills Required**

The Parish Ministry Coordinator:

- A. Basic Knowledge of the Church's teachings
- B. Energetic, creative, and passionate to work with others
- C. Awareness of the principles of organizational management and team building, a sense of the history of the parish, and a keen grasp on its current demographics, constituencies, challenges and complexities;
- D. Is able to gather, motivate, train, and unify a team of volunteer and employed parish staff;
- E. Is aware of community resources and has the ability to refer those in need to appropriate professional resources;
- F. Is able to communicate and has an awareness of marketing, public relations, and public communications skills;
- G. Is aware of the Church's tradition of stewardship and is able to invite and empower people into a collaborative participation in parish life;
- H. Is able to work effectively with the pastor and assisting priests;
- I. Is able to reflect theologically, in an appropriate and objective manner, on his/her spiritual journey, gifts and limits in leadership style; and
- J. Models a balanced life-style, with a healthy distinction between role and identity and can handle criticism constructively.

## **Formation, Training, Criteria for Readiness**

The Parish Ministry Coordinator:

- A. Is a practicing Catholic in good standing;
- B. Shows evidence of a commitment to his/her on-going formation and personal and professional development;
- C. Has a minimum of 3 to 5 years in pastoral ministry or has volunteered in coordinating ministries preferably in a variety of parishes and ministries;
- D. Is committed to participation in diocesan and/or other programs that will enhance and continue his/her professional development in the diocesan context; and
- E. Must be in full compliance with the Diocesan Child and Youth Protection Policy.
- F. Bilingual English/Spanish preferred but not required

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds.

## **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

***This is a full time non-exempt position. Please send cover letter, resume, and references to our Business Manager Shirley Burgos at [sburgos@sdccatholic.org](mailto:sburgos@sdccatholic.org).***