

Pastoral Life Administrator

Reports to: Pastor

Summary

At Saints James & Patrick Parish, we strive to remain in Christ and to reveal Christ to others. We enter into relationship with God through the sacraments, prayer, and stewardship. Working toward this end, the Parish Life Administrator functions as an integral member of the parish staff, sharing in the responsibility of the decision-making, planning and implementation of parish ministries and operations. The person in this position has knowledge of Liturgy and works at the direction of the Pastor in responding to spiritual, pastoral, educational, and administrative needs of the parish.

Essential Duties & Responsibilities

1. Works with, but not limited to, the following ministries:
 - Rite of Christian Initiation of Adults (RCIA)
 - Parish School Religion program and sacramental prep of children
 - Marriage and Family life
 - Funerals
 - Mass ministries, such as lectors and Eucharistic Ministers.
 - Other volunteer groups
2. Writes ministry calendar for Mass ministry schedule.
3. Resources for various parish groups and the Pastoral Council. Assist with communication across ministries.
4. Promotes spirit of engagement and welcoming in all parish ministries.
 - Meets with directors of other ministries. Assists Pastor in providing engaging ministries and direction.
 - Works with other ministries to promote and welcome new members. Develops, empowers, and coordinates ministers and services teams to provide quality ministry to parish.
 - Develops program to welcome new parishioners. Trains volunteers to meet with new families.
 - Coordinates committee of welcoming and engagement to grow stewardship within the parish.
5. Organizes funeral Masses.

- Serves as the direct point of contact for funeral services. Meets with families and funeral directors to coordinate the planning of the service.
 - Contacts appropriate volunteers for ministries the parish provides to grieving family.
 - Communicates with family/relatives regarding the procedures.
 - Maintains an awareness of Canon law regarding funeral rites.
6. Works with Parish Communications associate to provide information to parish community via bulletin, social media, etc.
 7. Maintains appropriate budget and adjusts when necessary.
 8. Promotes, develops, and applies priorities and directions stated in the parish mission statement as well as the Fourth Diocesan Synod to their own ministry through short- and long-range planning to carry out their goals.
 9. Attends staff meetings and other meetings as required.
 10. Other duties as assigned.

Required Education and/or Experience

3-5 years previous experience or training in a related field. High school degree required. Bachelor's degree in Theology, Social Work, or related field preferred.

Required Skills, Knowledge and Characteristics

- Practicing Catholic in full communion with the teachings of the Church.
- Strong oral and written communication skills with attention to accuracy and detail.
- Able to work with diverse population.
- Strong multi-tasking and organization skills.
- Exhibits high degree of confidentiality, good listening, and comprehension.
- Completes work in a timely manner.
- Self-motivated and able to work with minimal supervision.
- Computer literate with proficiency in Microsoft Office.
- Excellent interpersonal skills.
- Commitment to continuous learning.

- Ability to adapt in an environment of constant change.
- Valid driver's license.

Working Environment

Pastoral Life Administrator works in a normal office setting. Must be able to lift 30 lbs. Position is a full-time, exempt position.

Send resumé and cover letter to office@ssjpparish.com