

SAMPLE JOB DESCRIPTIONS

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Bookkeeper
Business Manager
Custodian
Dir Liturgical Music
Dir of Faith Formation
Groundskeeper
Housekeeper – Cook
Maintenance Supervisor
Parish Financial Administrator
Pastoral Associate
Pastoral Minister
RCIA Coordinator
Receptionist
Secretary
Secretary-Bookkeeper
Volunteer Coordinator

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **BOOKKEEPER**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor or other)

PURPOSE: The Bookkeeper provides day to day fiscal and operational services, computer input/output services.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Preparation of payroll, associated taxes and reports
- ◆ Provide computer input/output services for accounting and census
- ◆ Prepare bank deposits and records receipts
- ◆ Prepare vouchers, including coding and payment of outstanding invoices
- ◆ Reconcile parish, school and cemetery books, if applicable
- ◆ Prepare financial statements as requested
- ◆ Maintain tuition and school accounts, if applicable
- ◆ Accountability for Parish funds
- ◆ Must meet deadlines for payroll taxes, etc.
- ◆ Other, as directed by pastor/director

JOB QUALIFICATIONS:

- ◆ Bookkeeping, computer and organizational skills
- ◆ Ability to meet deadlines
- ◆ Ability to maintain confidentiality
- ◆ Ability to perform outlined tasks
- ◆ Knowledge and skill in using personal computers
- ◆ Previous training and/or 3-5 years experience in bookkeeping

WORK HOURS: *(example: Monday-Friday, 9 – 5 PM)*

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **BUSINESS MANAGER**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor, director)

PURPOSE: The Parish Business Manager is an administrator in support of the pastor's responsibilities to the parish. This administrator is a steward of the physical, financial, and personnel resources of the parish.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Maintain accuracy of all financial files and records, and establish a responsible cash flow management system
- ◆ Prepare, administer, and review budget process in collaboration with finance and other commissions, subject to review and/or approval by Parish Council, as required
- ◆ Act as liaison between the parish and the diocese in financial matters
- ◆ Maximize cash management resources
- ◆ Coordinate and review parish organizations' funds
- ◆ Establish and maintain personnel evaluation process
- ◆ Administer salaries and benefits programs
- ◆ In collaboration with the pastor, establish and implement personnel policies
- ◆ Direct the management of the parish office
- ◆ Oversee the management of the parish records
- ◆ Coordinate parish liability, property insurance and workers' compensation with the diocesan general insurance program
- ◆ Maintain all cemetery records if applicable
- ◆ Maintain good working relationships, effective communications between parish community, various groups and outside authorities
- ◆ Attend pastoral staff meetings, commission meetings and Parish Council meetings, as necessary when appropriate
- ◆ Attend diocesan administration meetings as necessary, representing the parish and the pastor
- ◆ Consult with and advise pastor and principal on business and administrative matters that affect the parish and school

- ◆ Coordinate parish purchasing of supplies
- ◆ Responsible for use of parish facilities by various groups
- ◆ Supervise any major construction, improvement or repair
- ◆ Solicit and review bids and quotes and negotiate contracts
- ◆ Establish and monitor preventative maintenance programs for all properties
- ◆ Establish emergency situation procedures for maintenance staff
- ◆ Maintain security of property (key files, etc.)
- ◆ Control use of parish facilities by various groups
- ◆ Other, as directed by pastor/director

JOB QUALIFICATIONS:

- ◆ Knowledge of accounting principles and practices
- ◆ Excellent interpersonal communication skills
- ◆ Supervisory experience
- ◆ Good organizational skills
- ◆ Good record-keeping skills
- ◆ Good facilitation skills
- ◆ Ability to manage
- ◆ Ability to present oneself professionally
- ◆ Ability to maintain confidentiality
- ◆ Ability to prioritize and to be flexible
- ◆ College degree desired and/or 5-10 years of business experience
- ◆ Able to work frequent evenings and/or weekends and work an unpredictable schedule when necessary

WORK HOURS: (indicate specific days and hours to be worked)

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **CUSTODIAN**

EMPLOYMENT STATUS: *(Indicate whether full time, part time, exempt or non-exempt)*

DIRECTLY RESPONSIBLE TO: *(Indicate Pastor, Maintenance Supervisor, or other)*

PURPOSE: Under the direction of the Pastor, the Custodian is responsible to maintain all parish buildings, grounds and related equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Responsible for maintenance, minor repairs, painting and safety at all parish buildings.
- ◆ Janitorial (cleaning, etc.) services at all parish buildings, including church, church hall and religious education center.
- ◆ Develop and maintain a cleaning schedule for all parish buildings and coordinate it with the pastor and building committee
- ◆ Perform ground maintenance and repairs to include lawn mowing, snow removal, etc.
- ◆ Provide preventive maintenance program for parish, including plumbing, heating and electrical and maintain records as necessary. Do regular parish building inspections.
- ◆ Set up furniture and fixtures as necessary for religious education and other church sponsored activities.
- ◆ Provide pastor with reports of recommendations for building, grounds and equipment improvements.
- ◆ Submit purchase orders to pastor for purchase of needed supplies and equipment.
- ◆ Coordinate contracted projects and snow removal with contractors and any others that are applicable as requested by pastor. Contracts require approval of the pastor.
- ◆ Snow removal, to include keeping all entrances to the church, hall and rectory free of snow and ice. Plow parking lot to remove snow, unless contracted out.
- ◆ Meet with parish building committee at least annually to review projects, plan future projects, determine budget needs, set priorities and other matters determined to be necessary.

JOB QUALIFICATIONS:

- ◆ Ability to work independently
- ◆ Ability to schedule and produce work on a timely manner
- ◆ Prior building maintenance experience
- ◆ Ability to organize and arrange priorities
- ◆ Initiative and self-direction
- ◆ High school graduate
- ◆ Verbal skills to communicate with assistants, parish staff and others
- ◆ High level of discretion and integrity
- ◆ Ability to be reached by phone
- ◆ Hold a valid driver's license

WORK HOURS: **(indicate days and hours worked)**

Updated as of (insert date)

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **DIRECTOR OF LITURGICAL MUSIC**

EMPLOYMENT STATUS: *(Indicate whether full time, part time, exempt or non-exempt)*

DIRECTLY RESPONSIBLE TO: Pastor

PURPOSE: Serves the parish as principal musician, organist or pianist and/or choir director, according to the highest standards established by this profession.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Provides service playing for the regular parish liturgical celebrations, including weddings and funerals, with particular attention to accompanying the assembly
- ◆ Trains and directs choirs, instrumental ensembles and cantors
- ◆ Prepares assembly for liturgies through rehearsals prior to liturgies
- ◆ Provides for liturgical updating and education of the parish
- ◆ Introduces new music and encourages congregational participation
- ◆ Communicates through the parish bulletin when needed
- ◆ Actively participates in parish organizations, including parish staff, Worship Committee, Liturgy preparation groups or music support committee
- ◆ Maintains and further develops professional and personal skills through practice and in-service training conferences
- ◆ Develops budget for liturgical music and is accountable for music expenditures
- ◆ Maintains the parish music library
- ◆ Follows church and legal laws regarding copyrights and copying music
- ◆ Participates or cooperates with liturgical music projects of the deanery or diocese, when feasible
- ◆ May be involved in the parish school music program

JOB QUALIFICATIONS:

- ◆ Must have a high degree of proficiency in playing the organ and/or piano, as attested to by formal credentials and a personal performance audition
- ◆ Should have a working knowledge of other instruments, which might be used in liturgical music
- ◆ Demonstrated skill as an effective choral conductor
- ◆ Has knowledge of the Church's liturgical tradition as well as current liturgical practices

Updated as of (insert date)

- ◆ Has a good knowledge of quality repertoire available for liturgical music programs for adults and children's choirs
- ◆ Ability to work independently, organize and arrange priorities
- ◆ Ability to schedule and produce work on a timely manner
- ◆ Initiative and self-direction
- ◆ Verbal skills to communicate and work closely with parish staff and others
- ◆ High level of discretion and integrity

WORKING ENVIRONMENT:

- ◆ Regular weekend and evening work hours required
- ◆ In addition to regular parish liturgical schedule, the Director of Liturgical Music may be required to provide music for additional services during Holy Week, sacramental celebrations, parish missions, weddings and funerals

Hours Worked: *(example: Monday-Friday, 9 – 5 PM)*

SAMPLE

JOB DESCRIPTION
(Model for Parish Director of Faith Formation)

PARISH: _____

POSITION TITLE: **DIRECTOR FOR FAITH FORMATION**

EMPLOYMENT STATUS: *(Indicate whether full time, part time, exempt)*

DIRECTLY RESPONSIBLE TO: Pastor

PURPOSE: Coordinates activities to plan, organize and implement Parish Faith Formation programs for all ages.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 1. Develops overall program and implements policies and procedure**
 - a. Identifies programs needed to fulfill parish needs and/or requirements for youth, family and adult faith formation
 - b. Researches, evaluates, selects available curriculum and resource materials for faith formation on all age levels
 - c. Recruits, trains and supervises catechists, facilitators and other volunteers as needed for faith formation on all age levels
 - d. Develops lesson and ministry plans together with catechists
 - e. Evaluates youth and adult curriculum using student/participant, staff, parent and parish commission's responses.

- 2. Promotes and maintains internal and external relationships within parish**
 - a. Communicates and coordinates with pastor on development of program
 - b. Coordinates building and material use with school principal and other leaders in parish ministry
 - c. Participates in the development of pastoral team
 - d. Serves as religion consultant to the elementary school
 - e. Serves as a member of the Parish Faith Formation Commission (and/or evangelization committee, adult faith formation committee etc.)
 - f. Communicates with deanery and diocesan faith formation personnel
 - g. Publicizes programs, policies and events to parish staff, commissions, person involved and the parish at large
 - h. Communicates with public schools in regard to scheduling
 - i. Establishes open communication with parents concerning their role as primary educators

- 3. Manages resources allotted to implement program**

Updated as of (insert date)

- a. Projects budget and balances budget
 - b. Provides to the Faith Formation Commission a monthly record of expenditures and receipts
 - c. Provides for supervision of physical environment in which programs are being held
- 4. Fulfills diocesan requirement for professional growth. Achieves certification and renewal**
- a. Reads professional material
 - b. Continues professional growth through workshops, courses, etc.
 - c. Participates actively in personal faith development and renewal
- 5. Supervises the maintenance of records**
- a. Registers student enrollment
 - b. Records student attendance
 - c. Provides necessary information for sacramental parish records
 - d. Maintains catechist certification records
 - e. Keeps inventory of program equipment and materials

QUALIFICATIONS:

1. Degree in theology, religion education, religion studies or the equivalent or a degree in education with a specialization in religious studies
2. Leadership ability:
 - a. Organizational skills
 - b. Ability to delegate and share responsibility
3. A deep religious commitment

Hours Worked: *(example: Monday-Friday, 9 – 5 PM)*

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **GROUNDS KEEPER**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor or other)

PURPOSE: The Grounds Keeper provides a variety of services such as gardening, mechanical repair and general maintenance.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Grounds equipment repair and preventative maintenance
- ◆ Grass cutting and general gardening services
- ◆ Provide janitorial support services to staff
- ◆ Provide snow removal services when needed for all parish properties
- ◆ Provide administrative direction to related volunteers
- ◆ Other, as directed by pastor

JOB QUALIFICATIONS:

- ◆ Knowledge of grounds equipment operation
- ◆ Repair skills for minor equipment
- ◆ Ability to perform outlined tasks in required time
- ◆ Must be self-motivated

Hours Worked: (example: Monday-Friday, 9 – 5 PM)

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **HOUSEKEEPER/COOK**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor or other)

PURPOSE: The Housekeeper/Cook provides housekeeping/cook services in the various offices and living quarters of the rectory.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Shop for groceries weekly
- ◆ Clean residence of clergy and provide housekeeping services, including laundry and special meals
- ◆ Clean offices and meeting rooms located within the rectory
- ◆ Provide cooking services for lunches and dinners at the rectory
- ◆ Work within the budget approved for food and housekeeping
- ◆ Reconcile weekly expenditures to weekly budget
- ◆ Assist in answering the door and the phones, especially after office hours
- ◆ Other, as directed by pastor

JOB QUALIFICATIONS:

- ◆ Ability to work independently
- ◆ Ability to present pleasant, welcoming manner
- ◆ Experience with and/or thorough knowledge of cleaning and cooking
- ◆ Ability to maintain confidentiality

WORK HOURS: (Indicate the days worked and hours)

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **MAINTENANCE SUPERVISOR**

EMPLOYMENT STATUS: *(Indicate whether full time, Part time, exempt or non-exempt)*

DIRECTLY RESPONSIBLE TO: *(Indicate pastor or other)*

PURPOSE: The Maintenance Supervisor is responsible to maintain and oversee all aspects of maintenance of parish buildings, grounds and equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Instructs and monitors maintenance staff in general custodial tasks for maintenance, minor repairs and safety at all parish buildings
- ◆ Establishes daily work assignments
- ◆ Trains and reviews employee performance
- ◆ Reviews and approves time sheets
- ◆ Sets up facilities for parish events
- ◆ Works with staff and volunteers as directed by the pastor
- ◆ Coordinates and verifies contractor activity
- ◆ Accompanies all inspectors (fire, health, insurance, EPA, etc.) on their rounds
- ◆ Maintains buildings and equipment in state of repair to provide continuous effective operations
- ◆ Order maintenance supplies as needed
- ◆ Reviews and approves vendor invoices, after verifying that supplies have been received and invoices are correct
- ◆ Oversees and performs grounds maintenance and repairs (i.e., fertilizing and mowing lawns, snow removal, trimming trees and bushes, etc.)
- ◆ Maintains a file of emergency systems, e.g. plumbing, electrical, fire, sewage, underground tanks, etc.
- ◆ Provide preventive maintenance program for buildings (including plumbing, heating and electrical) equipment and vehicles
- ◆ Administers the financial aspects of the maintenance office, including participation in the budget process
- ◆ Any other activities as may be directed by the pastor

JOB QUALIFICATIONS:

- ◆ Ability to organize, schedule and arrange priorities
- ◆ Initiative and self-direction
- ◆ Previous maintenance experience
- ◆ Supervisory experience in a related field
- ◆ High School graduate
- ◆ Good communication skills
- ◆ Ability to work evenings and weekends

High level of discretion and integrity

Hours worked: *(example: Monday-Friday, 9 – 5 PM)*

SAMPLE

JOB DESCRIPTION

POSITION TITLE: Parish Financial Administrator

EMPLOYMENT STATUS: Exempt Position

DIRECTLY RESPONSIBLE TO: Pastor

POSITION PURPOSE: Directs all financial affairs of parish including financial and property management and financial support system.

DUTIES & RESPONSIBILITIES:

1. Prepares budget for submission to Parish Finance Council.
2. Primary authorized signer of checks for all parish bank accounts.
3. Examines checks and deposits on monthly statement received directly from bank.
4. Supervises parish bookkeeping function to include cash receipts, cash disbursement and payroll.
5. Supervises preparation of and signs annual Parish Financial Report submitted to the Diocese.
6. Reviews with Parish Finance Council financial statements (at least quarterly) of parish comparing budget with actual figures.
7. Prepares and submits annual financial statements to parishioners.
8. Under supervision of the Pastor, oversees parish building and maintenance projects.

Work Hours: *(example: Monday-Friday, 9 – 5 PM)*

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **PASTORAL ASSOCIATE**

EMPLOYMENT STATUS: (Indicate whether full-time, part-time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor or pastoral coordinator)

PURPOSE: The Pastoral Associate is to provide leadership and administration in specific areas of parish life, to coordinate others in ministry, as well as to provide some direct ministry.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

(The areas listed below represent various areas of responsibility for Pastoral Associates based on individual gifts and the needs of the parish. Each parish will need to select from the list the areas that fit their needs, keeping in mind the gifts of their Pastoral Associate, as well as having a realistic understanding of the time involved in successfully fulfilling those responsibilities. The list is not totally inclusive; other areas might also be assumed by the Pastoral Associate or might be the responsibility of other parish ministers.)

- Collaborate with parish staff and leadership in providing ministerial leadership to the parish
- Address, encourage and assist in the shaping of a parish vision that addresses the assessed needs of the parish
- Actively promote, develop and apply priorities and directions stated in the Parish Mission Statement, and by the parish leadership, to his/her own area of ministry through short and long range planning to carry out set goals
- Participate in staff meetings and Parish Council meetings
- Administer funds and contributions, set annual budget, keep financial records as needed and review costs
- Ensure communication on programs to parishioners, parish groups, local organizations and community, as needed
- Develop, empower and coordinate ministers and service teams to provide quality ministry to parish
- Lead, and equip others to lead, Communion services in the absence of the pastor
- Give Scripture reflections at Liturgies outside of Mass and with proper training as mandated by the Bishop

**Pastoral Associate
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- Ø Lead, and equip others to lead wake services and burials when a priest is not available
- Ø Lead, and equip others to lead the Stations of the Cross
- Ø Lead, and equip others to lead other prayer services/devotions and the distribution of ashes when needed
- Ø Train, and equip another to train, liturgical ministers, i.e. lectors, extraordinary ministers of the Eucharist, altar servers, ushers, greeters, sacristans
- Ø Provide annual workshops/retreats for liturgical ministers to enable them to grow in their ministry
- Ø May attend and provide leadership for Liturgical Preparation Team or Worship Commission
- Ø Provide leadership for parish renewal programs
- Ø Provide prayer days for groups in the parish or the parish at large
- Ø Direct groups to do Scripture study
- Ø Visit, or enable others to visit, shut-ins, nursing homes and hospitals
- Ø Take Communion, or enable others to take Communion, to the homebound with the mandate of the Bishop
- Ø Provide, or enable others to provide, programs for senior citizen groups
- Ø Minister to the needs of the dying or ill
- Ø Act as an advocate for parishioners in dealing with government programs
- Ø Provide, or direct others, in Baptism preparation
- Ø Direct or serve as a catechist in the RCIA
- Ø Do sacramental interviews with individuals and families
- Ø Provide, or direct others, in marriage preparation
- Ø Be present to the grieving and bereaved; or administer the Bereavement Ministry
- Ø Lead or administer support groups for separated, divorced, caregivers of the disabled, etc.
- Ø Develop and provide leadership in programs to nurture the spirituality of the family
- Ø Develop or direct social programs for families
- Ø Direct community outreach for family needs
- Ø Provide service in annulment processes
- Ø Provide and direct programs for newcomers to the parish
- Ø Visit families and individuals
- Ø Direct the education of the parish in evangelization
- Ø Act as a liaison to staff with the evangelization team
- Ø Develop and direct programs of outreach to the alienated and inactive Catholics
- Ø Develop and direct programs of outreach to the unchurched
- Ø Develop and direct programs to evangelize the church

**Pastoral Associate
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- Ø Provide leadership for the St. Vincent de Paul Society
- Ø Provide leadership and develop social action programs
- Ø Act as a liaison in community affairs
- Ø Participate in ecumenical groups
- Ø Participate in available ministerial associations
- Ø Other, as directed by pastor/pastoral coordinator

JOB QUALIFICATIONS:

- Ø Facilitating and consulting skills
- Ø Good leadership skills
- Ø Good counseling or active listening skills
- Ø Good written and oral communication skills
- Ø Must have an active faith life with a personal relationship with Jesus and be in full communion with the Catholic Church
- Ø Ability to work with others in a collaborative style
- Ø Experience in the areas of responsibility of ministry
- Ø Ability to develop and administer programs to meet assessed needs
- Ø Ability to develop and administer a budget
- Ø Must be current in theology, Scripture, liturgy and canon law
- Ø Understanding of collaborative management skills
- Ø Must remain current on pastoral, spiritual, psychological, ecclesiastical and management techniques through reading, attending workshops and doing research in order to provide appropriate direction to the pastoral groups
- Ø Must be flexible and adaptable, due to the generalist nature of this position
- Ø Leadership experience
- Ø Previous experience as a part-time, full-time or volunteer in parish ministry
- Ø Experience in supervising volunteers
- Ø Graduate of the Ecclesial Ministry Institute or a comparable pastoral program
- Ø College degree or equivalent
- Ø Completion of Diocesan Pastoral Associate School or other appropriate training

Work Hours: *(example: Monday-Friday, 9 – 5 PM)*

SAMPLE

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **PASTORAL MINISTER**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor or pastoral coordinator)

PURPOSE: The Pastoral Minister has one or two areas of pastoral care in which he/she directly ministers to a specified group of parishioners. This position may be full time, part time, or volunteer, depending on the needs to be met.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Any one area of pastoral care listed under possible areas on the Pastoral Associate job description may become the focus of the Pastoral Minister
- ◆ When the area of responsibilities is broad in scope, inclusive of many ministries, involves a high degree of enabling and training others, and entails extensive staff and administrative duties, the position is probably one of Pastoral Associate
- ◆ When the position includes the responsibilities for one or two ministries, and is characterized by a high degree of direct ministry, little or no administration and training of others, the position is a Pastoral Minister
- ◆ May include: bereavement ministry, family contact, funeral planning, follow-up, visitation ministry, hospitals, nursing and retirement homes, homebound, communion calls, advocacy for the needy, social work referrals; assistance with transportation, finances, nursing care; youth ministry, liturgical ministry, spiritual programs, sacramental preparation, family ministry, evangelization
- ◆ Other, as directed by pastor/pastoral coordinator

JOB QUALIFICATIONS:

- ◆ Facilitating and consulting skills
- ◆ Good leadership skills
- ◆ Good counseling or active listening skills
- ◆ Good written and oral communication skills

Updated as of (insert date)

- ◆ Must have an active faith life with a personal relationship with Jesus and be in full communion with the Catholic Church
- ◆ Ability to work with others in a collaborative style
- ◆ Experience in the areas of responsibility of ministry
- ◆ Ability to develop and administer programs to meet assessed needs
- ◆ Ability to develop and administer a budget
- ◆ Must be current in theology, Scripture, liturgy and canon law
- ◆ Understanding of collaborative management skills
- ◆ Must remain current on pastoral, spiritual, psychological, ecclesiastical and management techniques through reading, attending workshops and doing research in order to provide appropriate direction to the pastoral groups
- ◆ Must be flexible and adaptable, due to the generalist nature of this position
- ◆ Leadership experience
- ◆ Previous experience as a part-time, full-time or volunteer in parish ministry
- ◆ Experience in supervising volunteers
- ◆ Graduate of the Lay Ministry Leadership School or a comparable pastoral program
- ◆ College degree or equivalent

WORK HOURS: *(example: Monday-Friday, 9– 5 PM)*

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **RCIA COORDINATOR**

EMPLOYMENT STATUS: *(Indicate whether full time, part time, exempt or non-exempt)*

DIRECTLY RESPONSIBLE TO: *(Indicate whether pastor or other)*

PURPOSE: The RCIA Coordinator implements and coordinates the catechumenate and all catechumenal ministries.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Implements the ongoing RCIA process in the parish according to the 1988 Rite of Christian Initiation of Adults
- ◆ Responsible for supervising RCIA team and other volunteers
- ◆ Conducts recruitment, training and ongoing formation of members of the RCIA team in the catechumenal ministry
- ◆ Coordinates and attends the various Rites throughout the year
- ◆ Provides RCIA resource and educational materials for the RCIA team as well as the individuals going through the RCIA process
- ◆ Educates the parish leadership and parish community concerning the RCIA process and the primary role the community plays in that process
- ◆ Remain in contact with other RCIA Coordinators, the Diocesan RCIA Team and the North American Forum on the Catechumenate
- ◆ Responsible for creating and managing the parish RCIA budget, with the pastor's guidance and approval

JOB QUALIFICATIONS:

- ◆ Have the necessary training, education and background in theology and religious education
- ◆ Must have specific training in the areas of liturgy and adult catechesis
- ◆ Prior experience as a member of an RCIA Team
- ◆ Must be an effective communicator
- ◆ Managerial skills
- ◆ Ability to schedule, prioritize and produce work on a timely manner
- ◆ Initiative and self-direction
- ◆ High level of discretion and integrity
- ◆ Able to work at regular evenings classes and weekends when necessary

WORK HOURS: (example Mon – Friday, 1:00-4:30 pm)

Updated as of (insert date)

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **RECEPTIONIST**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor or other)

PURPOSE: The Receptionist welcomes and greets people who come into or telephone the parish office.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Welcome and greet people who come into the parish office
- ◆ Answer phones, take messages and/or refer callers to appropriate person
- ◆ Register new parishioners
- ◆ Assist with copy work and train others how to use office/clerical equipment
- ◆ Provide typing services, handle general correspondence and clerical support
- ◆ Other, as directed by pastor

JOB QUALIFICATIONS:

- ◆ Good typing skills
- ◆ Ability to communicate verbally and in writing
- ◆ Ability to maintain confidentiality in all matters
- ◆ Basic knowledge of how the parish operates and ability to grasp quickly how the parish office functions
- ◆ Good interpersonal communication skills
- ◆ General typing experience
- ◆ Experience working with the general public

WORK HOURS: *(example: Monday-Friday, 9 – 5 PM)*

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **SECRETARY**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor, pastoral coordinator)

PURPOSE: The Secretary provides secretarial and clerical support for the parish office operations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Provide receptionist services and record clear, accurate messages
- ◆ Handle routine questions about policies
- ◆ Greet and meet visitors
- ◆ Prepare regular and bulk mailings
- ◆ Screen incoming mail
- ◆ Distribute mail and other related material
- ◆ Maintain filing system
- ◆ Typing, as required
- ◆ Maintain records for the parish office (i.e. recording of marriages, baptisms, funerals, new parishioner registrations, financial contributions, cemetery records, if applicable, etc.)
- ◆ Perform data entry
- ◆ Assist with preparation of payroll and other bookkeeping procedures
- ◆ Coordinate and schedule volunteers in the parish office
- ◆ Prepare parish bulletin
- ◆ UPCSA responsibilities as directed by pastor
- ◆ Other, as directed by pastor/pastoral coordinator

JOB QUALIFICATIONS:

- ◆ Knowledge of and skill in using personal computers and word processing
- ◆ Proficient typing skills
- ◆ Ability to communicate verbally and in writing
- ◆ Basic knowledge of how the parish operates and ability to grasp quickly how the parish office functions
- ◆ Ability to maintain confidentiality in all matters

Updated as of (insert date)

- ◆ Ability to relate to a variety of persons
- ◆ Previous training on, or applicable experience using, computer hardware and software
- ◆ 3-5 years in general office setting, working with the public, is desired

WORK HOURS: (example) Mon. – Friday, 9 to 5 PM

SAMPLE

JOB DESCRIPTION

PARISH : _____

POSITION TITLE: **SECRETARY-BOOKKEEPER**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: **Pastor**

PURPOSE: The Secretary/Bookkeeper provides secretarial/clerical support, day to day financial and operational services, computer input/output services for the parish office operations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Provide receptionist services and record clear, accurate messages
- ◆ Handle routine questions about policies
- ◆ Prepare regular and bulk mailings
- ◆ Screen incoming mail
- ◆ Distribute mail and other related material
- ◆ Maintain filing system
- ◆ Typing, as required
- ◆ Maintain records for the parish office (i.e. recording of marriages, baptisms, funerals, new parishioner registrations, financial contributions, cemetery records, if applicable)
- ◆ Perform data entry
- ◆ Coordinate and schedule volunteers in the parish office
- ◆ Prepare parish bulletin
- ◆ UPCSA responsibilities as directed by pastor
- ◆ Preparation of payroll, associated taxes and reports
- ◆ Provide computer input/output services for accounting and census
- ◆ Prepare bank deposits and records receipts
- ◆ Prepare vouchers, including coding and payment of outstanding invoices
- ◆ Reconcile parish, school and cemetery books, if applicable
- ◆ Prepare financial statements as requested
- ◆ Maintain tuition and school accounts, if applicable
- ◆ Accountability for Parish funds
- ◆ Must meet deadlines for payroll taxes, etc.
- ◆ Other, as directed by pastor

JOB QUALIFICATIONS:

- ◆ Knowledge of and skill in using personal computers and word processing
- ◆ Proficient typing skills
- ◆ Ability to communicate verbally and in writing
- ◆ Basic knowledge of how the parish operates and ability to grasp quickly how the parish office functions
- ◆ Ability to maintain confidentiality in all matters
- ◆ Ability to relate to a variety of persons
- ◆ Previous training on, or applicable experience using, computer hardware and software
- ◆ 3-5 years in general office setting, working with the public, is desired

WORK HOURS: (example) Monday–Friday, 9 to 5 PM Total Hours/week: _____

SAMPLE

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **VOLUNTEER COORDINATOR**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor, pastoral coordinator)

PURPOSE: The Coordinator of Volunteers plans, organizes, staffs, directs and controls the volunteer function in the parish, in collaboration with professional parish staff members.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Set goals and objectives based on the Parish Mission Statement and the direction of the pastor or pastoral coordinator
- ◆ Assess and evaluate volunteer needs in consultation with professional parish staff
- ◆ Conduct volunteer recruitment
- ◆ Interview prospective volunteers, assessing talents and disposition for particular volunteer positions
- ◆ Coordinate the writing of job descriptions for volunteer personnel needed
- ◆ Provide for orientation, training, motivation and supervision of volunteer staff
- ◆ Assess and review performance and match of volunteers with positions
- ◆ Coordinate evaluation and feedback on volunteers' performance
- ◆ Provide opportunity for reassignment or termination of volunteers
- ◆ Organize recognition for volunteer efforts
- ◆ Other, as directed by pastor/pastoral coordinator

JOB QUALIFICATIONS:

- ◆ Capabilities in administration and human resource management
- ◆ Organizational experience
- ◆ Demonstrated leadership abilities
- ◆ Experience in working with people
- ◆ Demonstrated oral and written communication skills