

8

ESSENTIAL JOB DESCRIPTIONS FOR A PARISH





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Does your church need a Parish Administer, Finance Manager or Director of Religious Education? With all the tasks that your parish must complete on a daily basis, creating a job description is just one more addition to an already full day. Save time and energy with these job descriptions you can easily customize for your parish's online recruitment efforts.

1 DIRECTOR OF STEWARDSHIP AND DEVELOPMENT

The Director of Stewardship and Development educates, invites, and inspires parishioners to practice a stewardship way of life, an expression of discipleship, by sharing their Time, Talent, and Treasure with the focus on fulfilling the mission statement of **(PARISH NAME)**.

- Plan and coordinate the annual stewardship program, and develop new stewardship programs to increase parishioner time, talent, and treasure sharing.
- Coordinate marketing and communication efforts, including but not limited to newsletters, promotional activities, community relations, and other related stewardship efforts.
- Cultivate donor relationships at all levels, work to raise the giving levels of all donors, and reach out and re-engage former and inactive parishioners.
- Develop, recruit, organize, and train members of the Stewardship Committee to educate the parishioners on the importance of stewardship.
- Lead third-source funding programs including grants, bequests, endowments, and local business support.

2 DIRECTOR OF LITURGY AND WORSHIP

As the Director of Liturgy and Worship, your main objective is to ensure a superb caliber of liturgy is experienced by all. You are self-motivated, innovative, and able to perform key tasks independently in a timely manner. You are responsible for collaborating closely with the pastor to ensure his vision of liturgy for the entire parish is fulfilled.

- Arrange music for all liturgical and para-liturgical services at **(PARISH NAME)**.
- Serve as resource on musical and liturgical matters for all staff, faculty, and volunteer ministers in the parish, as well as provide catechesis to the parish at large on matters of corporate worship and musical celebration.
- Oversee the training and scheduling of song leaders/cantors.
- Review and evaluate overall quality of parish liturgical and musical program and make specific recommendations to the pastor (annual review and evaluation).
- Make sure all general liturgical items (song boards, announcements, intercessions, etc.) are in place for all weekend, holy day and special liturgies.

PRO-TIP

Most diocesan websites will post church job descriptions. Contact the Human Resource Department of your diocese to post a position available in your parish.

3 FINANCE MANAGER

The Finance Manager is responsible for all financial matters of (PARISH NAME) including maintenance of all bookkeeping records (ledgers, payroll, accounts receivable and payable), current financial information on all investment funds, preparation of financial reports and presentation materials for parish Finance Committee meetings, development and tracking of the parish budget; annual reporting to parishioners, and compliance with all government and diocesan reporting requirements.

- Responsible for paying all invoices due, keeping track of payables and receivables, recording deposits, and bank reconciliations.
- Work with volunteers who count collections income and enters weekly collections data into parish management software.
- Perform customized reporting as requested to parish staff and parishioners responsible for various accounts.
- Complete monthly report and insights including preparation of summary charts highlighting results, deviations from budget, and detailed explanations. Attend Finance Committee meetings as needed.
- Strives to simplify parish administrative procedures, maintains relationships with other parishes to understand best practices, and recommends potential improvements in workflow, processes, and tools.

4 COMMUNICATION COORDINATOR

Process and maintain communications with the parish to parishioners and the public through the various media available to (PARISH NAME). Maintain and improve communication components with our various vendors.

- Develop parish wide communication and branding strategy for daily use and special projects in electronic and print publications, including weekly bulletins and monthly electronic newsletters.
- Create a communication ministry that can provide staff and ministry leaders with communication tactics that inform and inspire engagement.

- Respond to general emails, pass along emails intended for other members of the administrative and pastoral staff, as necessary and appropriate.
- Coordinate content for website and A/V presentations for liturgies and meetings.
- Manage parish communication through multiple social media platforms such as Facebook, Twitter and Instagram. Monitor interactions, engagement, and compile reports on trends.

PRO-TIP

Looking for the best candidate but don't want to wade through the dozens of applications sure to come your way? Let your congregation know first! An announcement before/after Mass might be all it takes to get a faith-filled parishioner to fill out an application or send a prospect your way.

5 BOOKKEEPER

As the parish bookkeeper for (PARISH NAME), you are responsible for maintaining and updating parish membership records. You'll also manage parish financial records, including bill payment, some aspects of payroll, balancing books, making deposits, and preparing reports.

- Maintain all parish banking accounts, process check requests, and verify authorization for expenditures in all program and operating accounts.
- Reconcile bank statements on a monthly basis.
- Enter the weekly donations into the database.
- Aid the pastor and others as directed in the preparation of the annual parish budget. Provide financial information including current budget allocations, year to date balance and anticipated financial needs for the future.
- Assist with end-of-quarter and end-of-year statements for all parishioners, which includes an update on parish budget.

6 DIRECTOR OF RELIGIOUS EDUCATION

As Director of Religious Education, you'll work with other staff members to foster and maintain a working environment where worship, prayer, hospitality, and learning are the driving forces. You are a professional

catechetical leader who assists adults, adolescents, and children of the parish in their faith formation journey.

- Create faith formation opportunities for children and parents within the Religious Education Program calendar.
- Coordinate the initiation process for unbaptized children and/or children baptized validly in another ecclesial community with the pastor according to the Rite of Christian Initiation of Adults (RCIA).
- Oversee the budget for all expenses related to the Parish Religious Education Program.
- Schedule and coordinate the sacramental meetings for parents of school-age candidates for the Sacraments of First Penance, First Holy Communion, and Confirmation.
- Recruit and provide ongoing professional training and spiritual development for the parish catechists.

PRO-TIP

There's a website for everything — including a Catholic search workplace! Consider posting your position on www.catholicjobs.com.

7 PASTORAL ASSOCIATE

As Pastoral Associate, you will function as an integral member of the parish staff, sharing in the responsibility of the needs, decision-making, planning, and implementation of parish ministries and operations for (PARISH NAME).

- Provide support and guidance to individuals and families in times of crisis, and spiritual support within the parish for individuals and groups through ministry programs.
- Assist the pastor in welcoming and integrating new members into the parish community.
- Contribute to the initial formation and ongoing development of various ministries and parish groups.
- Serve as a resource person for the Parish Pastoral Council, various parish groups, and religious education programs.
- Participate in the pastoral care of the sick in homes and/or hospitals.

8 PARISH ADMINISTRATOR

Supervise, coordinate, and perform the administrative functions of finance and accounting; management of facility and property; management of human resources, office services and management for (PARISH NAME).

- Responsible for the smooth operation of the day to day workings of the parish office.
- Maintain and update records (i.e. employee absences, vacation days), written information, and various forms in accordance with both parish and benefit providers' policies.
- Oversee volunteer collection counters who count the weekend collections ensuring that appropriate internal controls are in place.
- Oversee and manage all technology purchases or leases including phone system, computers, copiers, internet service, and oversight of website and social media, and make sure staff has proper training for these systems.
- Work in close association with the entire staff to build and maintain a strong team environment among the staff to complete the work necessary to fully serve and support the ministries and events of (PARISH NAME).



Searching for more ways to strengthen your parish? We've got lots of resources that can help! Just visit www.4lpi.com/resources to discover a wealth of knowledge to help you build your vibrant parish.

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