



Pastoral Associate **Ministry/Job Description – Full Time**

Job Summary and Ministerial Focus

This person is a strategic and pastoral thinker who cooperates in the overall care of the parish. This individual reports to the pastor and serves as an integral component of the parish leadership, working closely with the Parish Pastoral Council, Parish Finance Council, parish staff, and ministry volunteers. The work is comprehensive, related to all aspects of parish life, particularly areas of administrative management and leadership. At the same time, the Pastoral Associate has designated responsibilities, for example, in the areas of liturgy, faith formation and development, sacramental preparation, evangelization, pastoral care, and/or social outreach in charity and justice. The responsibilities of the Pastoral Associate are designated by the Pastor and are dependent upon the needs of the parish, the background, experience, education, and abilities of the Pastoral Associate, as well as the responsibilities of the other members of the pastoral staff.

The individual is expected to carry out day-to-day activities in a manner that upholds the values of our Community Covenant. (*See appendix one*).

Tasks & Responsibilities

Pastoral

- Ensures the entire parish is formed in discipleship and our Community Covenant
- Partners with the pastor and Parish Pastoral Council in the pastoral/strategic planning and implementation
- Ensures the continued development and formation of those involved in various ministries and parish groups
- Administers designated parish programs/ministries dependent upon the needs of the parish, as well as the background, experience, education, and abilities of the Pastoral Associate
- Provides significant personal presence at designated parish events and engages with parishioners, especially at important moments of their lives

Parish Administration & Management

- Partners with the pastor in the strategic planning, vision and processes of the parish administration
- Works to ensure appropriate accounting practices are in place (including the bi-monthly payroll preparation).
- Collaborates with the Parish Finance Council to prepare budgets, capital planning, fund raising, development and stewardship programs for the parish.
- Reviews all accounts monthly and reports to the Finance Council noteworthy exceptions and suggests potential corrective action steps
- Manages contracts for parish properties, equipment and technology
- Oversees properties and planning in collaboration with the maintenance staff, including routine maintenance, capital improvements, facility scheduling, potential sales and purchases

Personnel Management

- Recruits, hires and onboards new staff in partnership with the pastor
- Leads the staff and manages the work to achieve the annual goals in the strategic plan in conjunction with the pastor
- Implements Diocesan/Parish personnel policies
- Trains, mentors and develops staff and volunteers professionally to enable them to achieve their set goals and performs annual reviews with the Pastor.

Skills & Education

- Bachelor's degree in Business Management, leadership, theology, pastoral studies, or related field. Masters degree is preferred.
- Three to five years' experience in administering a parish based or other organizational program, along with experience in supervising and developing staff and volunteers
- Experience on a variety of levels of parish life is preferred, including business management, facilities, adult catechesis, religious education, liturgy and worship, evangelization, social outreach, and/or disciple-making.
- Understanding of accounting, financial management, and budgeting
- Ability to motivate, mentor and supervise both staff and volunteers
- Proficient knowledge of computer software including Microsoft Office and a functional knowledge of *Quicken* and other accounting and database programs used by the parish and dioceses
- Self-motivated and attentive to detail

Other Requirements:

- Complete the online Diocesan Database for Protecting God's Children
- Agree to and sign the Mary Queen of Peace Personnel Policy

Reports to:

- Pastor

Appendix One

The Community Covenant

The Community Covenant is the expression of the mission of Mary, Queen of Peace Parish. Its six values provide the framework for all parish life. The Director of Parish Engagement is expected to uphold and evangelize these values as he/she performs day-to-day job duties:

We Pray, We Invite, We Serve, We Nurture, We Go Forth, We Embrace

These are some suggested ways of implementing the values:

- ***We Pray:*** Facilitate true prayer at the beginning of all gatherings and meetings
- ***We Invite:*** Meet people wherever they are in their spiritual journey and encourage them to enter fully in the Body of Christ, Mary, Queen of Peace Parish
- ***We Serve:*** Help each parishioner identify and discern his unique gifts to share not only in the parish but also in everyday life and the world at large
- ***We Nurture:*** Encourage the overall well-being and life-long learning of individuals and families
- ***We Go Forth:*** Facilitate not only the building up of the Christian community but also to live that spirit of ministry in the world
- ***We Embrace:*** Help each person embrace discipleship by structuring life around essential questions – What is God communicating to me? What is God calling me to be and do in order to make His Kingdom visible here and now?

APPROVED:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____