

Diocese of Sacramento

JOB DESCRIPTION

PARISH: Saint John Vianney

CATEGORY: Non-Exempt

POSITION: Pastoral / Administrative Assistant

STATUS: Part-Time

SUPERVISOR: Pastor

RATE HOURS: 20-30 Hrs./WEEK

Pay RATE: \$20-23 per hour

JOB SUMMARY: Responsible for the good communication, logistics, organization, execution, and supervision of parish activities of a pastoral, liturgical, and fundraising nature throughout the year. In addition to overseeing and implementing pastoral guidelines that reflect the pastor's vision for the parish through the planning of events and interaction with all ministries, and providing administrative-related services for the Pastor as needed.

ESSENTIAL FUNCTIONS:

1. Relationship with the Pastor and Office Staff.
 - Maintain a professional, transparent and full communication with the Pastor.
 - Cannot make any decision without the Pastor's approval.
 - Maintain good and timely communication with the staff following office protocols.
2. Volunteer Coordination.
 - Make sure all volunteers follow safe environment diocesan protocols and requirements.
 - Gather new and old volunteers for Parish events purposes.
 - Coordinate with volunteers to integrate them into the Parish life.
 - Aid in the coordination of Faith Formation and School events for volunteers' service hours.
3. Organize year-round Parish Events.
 - Put together a Parish Calendar for the main pastoral (retreats, formation sessions, novenas, etc.), liturgical (i.e. main Liturgical Year Celebrations, OCIA rites, etc.), social and fundraiser (i.e. Parish Festival, important anniversaries, etc.) events of the year and coordinate with the Parish Office to book them in advance before the beginning of the fiscal year.
 - Marketing and advertising of Parish events (use of flyers, social media, bulletin, website, LED sign management, etc.)
 - Lay out, oversee and execute logistics of Parish events from beginning to end in conjunction with Parish ministries and volunteers.
 - Promotion of Parish events at School, in regional Parishes and in the Diocese.
 - Organize Fundraisers in conjunction with Parish ministries and the school for overall Parish needs.
 - Support in the planification and execution of Faith Formation events such as retreats and other related events to the Catechesis Program as delegated by the Pastor.
 - Follow and implement diocesan guidelines for the liturgical year celebrations. Follow the liturgical laws reflected in the liturgical books to plan for liturgical celebrations.
 - Plan, organize, oversee and execute important liturgical events assigned by the Pastor in conjunction with the Parochial Vicar and -if needed- with Parish ministries. Elaborate liturgical binders for the smooth performance of the rites and booklets for participation purposes. Act as or provide a Master of Ceremonies for important liturgical events.

- Take into consideration Diocesan events when planning for Parish events.
 - Hold a strong communication with the Diocese and follow the guidelines of the Ordinary Bishop of the Diocese of Sacramento.
 - Able to attend diocesan meetings of pastoral nature as delegated by the Pastor.
 - Prepare reports for the Pastor for event analysis.
4. Point person between all Parish ministries (SJV Catholic School included) and volunteers with the Pastor.
 - Proficiently Communicate and oversee the implementation of pastoral and administrative guidelines provided by the Pastor for Parish groups and volunteers.
 - Temporal involvement in specific ministries as assigned by the Pastor to support the planning and execution of ministry events.
 - Attend or lead meetings of pastoral nature as assigned by the Pastor. Communicate and report the outcomes to the Pastor. Communicate decisions made by the Pastor.
 5. Parish website.
 - Edition of Parish website for event and pastoral purposes, and for the implementation of Pastoral Guidelines provided by the Pastor.
 - Add and update information about Parish ministries.
 6. Other administrative duties of pastoral nature and secretarial services as assigned by the Pastor, and Parochial Vicar.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent. Any certification in Theology, Psychology, Human or Arts Studies is highly desirable.

Experience: Two years of broad, varied and increasingly responsible clerical service. Strong familiarity with parish life and the Liturgy, and good standing parish ministry leadership background.

Skills / Knowledge: Timely planning; capacity to proficiently communicate and work with people with different cultural backgrounds and Parish groups; bilingual (or able to communicate efficiently with both the English and Spanish-speaking communities, or fluent in Spanish is highly desirable) and proficient in English; proficient in Microsoft Word, Excel, PowerPoint, website navigation and management; experienced and knowledgeable in the use of the latest technologies (i.e., AI, apps, Canva, etc.); punctual; excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar, and punctuation; practicing Catholic* with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness, and poise. Able to work on the weekends. Able to work in a team-oriented environment, maintain professional, respectful and gospel-oriented personal relationships, handle multiple assignments consecutively, and prioritize workload. Flexibility in scheduling, including availability for some evenings/nights events. Total willingness to travel for pastoral purposes (having a car is indispensable). Solid and orthodox Catholic theological knowledge.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

*Practicing Catholic: someone who strives to live according to and stands for the teachings of the Catholic Church reflected in the Catechism of the Catholic Church.