

# JOB DESCRIPTION

**PARISH:** St. Francis of Assisi Parish

**POSITION STATUS:** F/T

**POSITION:** Ministry Manager

**SCHEDULE:** Monday – Friday 8am-4:30pm; 40 Hours a Week

**CATEGORY:** Non-Exempt

**SUPERVISOR:** Pastor

**JOB SUMMARY:** In collaboration with the Pastor, oversees all parish ministries: liturgical, sacramental, Religious Education for children, Christian Initiation of Adults and Children, social justice and other adult ministries. Supervise the Religious Education Coordinator of OCIA and Faith Formation.

## **ESSENTIAL FUNCTIONS:**

1. In collaboration with the Pastor, supervise the Religious Coordinator of OCIA and Faith Formation in developing and providing training and support for volunteer ministry leads and teams of volunteers in liturgical, sacramental, OCIA, and Faith Formation, social justice, and other adult parish ministries.
2. Ensure timely response to requests received by telephone, email, or online for information regarding Sacraments, funerals, and OCIA.
3. Develop the annual Faith Formation calendar with Religious Education Coordinator.
4. Request curriculum materials and program supplies.
5. In coordination with the Religious Education Coordinator of OCIA and Faith Formation ensure timely recording of sacraments in parish sacramental registers according to diocesan policy; send notification of sacraments received to churches of baptism; issue certificates.
6. Communicate with the parish at large through parish website, bulletin, Facebook, and Flock Note platforms.
7. Develop policy and procedure manuals for parish ministries.
8. Act as liaison to appropriate diocesan offices, i.e. Family & Faith Formation and Safe Environment.
9. Ensure participation in the annual required diocesan Circle of Grace process for children in Faith Formation programs in coordination with the Religious Education Coordinator.
10. Ensure compliance with required diocesan policy for fingerprinting and Safe Haven training for all adult volunteers.
11. Provide a possible parish retreat experience.

12. Work with Office Manager and act as a backup when Office Manager is unavailable.

13. Participate in regularly scheduled staff meetings.

14. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** College degree (Theology, Education or related major preferred); diocesan Catechist Certification preferred. The Catechist certification can also be obtained during the first year of employment.

**Experience:** Two years or more of teaching and/or administrative experience in a parish ministry setting, religious education program or Catholic school.

**Skills / Knowledge:** Practicing Catholic with knowledge and understanding of theology and the Catholic Church; diocesan catechist certification preferable; proficient in Microsoft Word, Excel, Adobe, and Outlook; familiarity with ParishSoft software and OSV Giving programs helpful; excellent phone and email skills; good organizational skills; and ability to maintain confidentiality, to communicate effectively orally and in writing, to work with and relate to a variety of personalities and cultures, to work in a team-oriented environment, and to commit to ongoing professional development and formation.