

Holy Trinity Catholic Church Job Description

Title: Associate Director of Pastoral Ministry

Position Description:

Assists with and coordinates, under the supervision of the Director, a comprehensive faith formation and stewardship program for adults, youth and children, which touches all aspects of the faith and parish life: liturgical, social, educational, and service, with a particular focus on children's faith formation, youth ministry and parish sacramental preparation. Recruits, trains and supervises parish volunteers, catechists and aids. Collaborates with other parish staff.

Qualifications:

Knowledge and Abilities:

- In depth knowledge and acceptance of Catholic religious principles and beliefs, and knowledge of canon law concerning stewardship, religious formation and sacraments.
- Proficient in stewardship, religious formation, and sacramental preparation.
- Managerial, supervisory, organizational and training skills.
- Excellent driving skills; ability to drive activity buses and travel with and chaperone groups.
- Proficient computer and Internet skills and knowledge of computer programs, including Microsoft® Windows, Microsoft® Office, Microsoft® Publisher, ACS Technologies® (Parish Data System OnDemand™), ParishSOFT® Accounting Software, or equivalent programs.
- Photocopying, faxing and filing skills.
- Good financial management and budgetary skills.
- Excellent decision making skills and the ability to multitask and cope with stress.
- Excellent interpersonal and written communication skills.
- Ability to work well with diocesan personnel, parish personnel and the public.
- Ability to work independently with minimal supervision.

Degrees, Licenses and Certifications:

- At least a Bachelor, but preferably a Master of Arts in Theology, Religious Education, or Religious Studies, an equivalent degree in a related field, or equivalent training and experience.
- Post-secondary training in educational methods.

- Valid Driver's License.
- Successful completion of diocesan background check and safe environment training.

Experience:

- Preferably, two to three years experience in Catholic faith formation or a related field.
- Preferably, two to three years of supervisory and/or managerial experience.

Religious:

- Fully initiated, practicing Catholic free from any canonical penalties and of proven faith, good morals and good reputation.

Reporting to: Pastor and Director of Pastoral Ministry

Supervising: Volunteers, Catechists and Aids

Essential Duties and Responsibilities:

1. Assists with the stewardship program of the parish, and assists with the coordination of the various parish ministries.
2. Assists with the adult faith formation program enabling adults to live as good stewards and disciples of Christ; and to participate responsibly and fully in parish life: liturgical, social, educational and service.
3. Assists with the development and direction of a young adults (21-35 year-old) ministry program enabling young adults to live as good stewards and disciples of Christ; to participate responsibly and fully in parish life: liturgical, social, educational and service.
4. Coordinates, in collaboration with the Director of Pastoral Ministry, the junior and senior high youth ministry and faith formation programs, utilizing for faith formation the texts and material approved for use in the Diocese of Cheyenne, enabling them to live as good stewards and disciples of Christ; to participate responsibly and fully in parish life: liturgical, social, educational and service.
5. Coordinates, in collaboration with the Director of Pastoral Ministry the grade school summer faith formation program, utilizing texts and material approved for use in the Diocese of Cheyenne; assists with the development and direction of a supplemental program for the academic year for grade school students; assist with seeing that both programs enables the grade school students to live as good stewards and disciples of Christ; to participate responsibly and fully in parish life: liturgical, social, educational and service.

6. Coordinates, in collaboration with the Director of Pastoral Ministry the preschool religious formation program, including the Children's Liturgy of the Word program.
7. Coordinates, in collaboration with the Director of Pastoral Ministry the programs for Sacraments of Initiation for Children, First Communion and First Reconciliation, and Junior High and High School Confirmation, utilizing texts and material approved for use in the Diocese of Cheyenne.
8. Assists in providing opportunities for adults and youth to participate in all deanery and diocesan events; promotes and encourages participation in national and international events.
9. Assists the Pastor in developing a parish based marriage enrichment program for both newly married and married couples.
10. Assists with the updating of the parish website.
11. Assists the Pastor with major liturgical feasts and celebrations, such as Christmas, Holy Week and Triduum service.
12. Coordinates the May Crowning, utilizing the children from the First Communion Class.
13. Coordinates the Ash Wednesday Simple Supper and the Easter Vigil Reception.
14. Fosters and develops leadership skills in adults, youth and children.
15. Travels with and chaperones groups to parish, deanery, diocesan, national and international events and activities.
16. Schedules, in conjunction with the parish staff, the use of the Parish's activity buses, sees that the activity buses are cleaned after their use, and coordinates with Parish Maintenance Worker the maintenance, service and repair of the activity buses.
17. Schedules, in conjunction with the Director of Faith Formation and Stewardship, the use of the Religious Education Center and Youth Center.
18. Recruits, trains and supervises volunteers, catechists and aids to assist with the various stewardship programs, ministry programs, formation programs, and sacramental preparation programs; sees that all volunteers, catechists, and aids have passed background checks and completed safe environment training.
19. Assists in the development and maintenance a parish reference library.

20. Assists with the maintenance and development of parish audiovisual equipment.
21. Assists with the updating and maintenance of the data base in ACS Technologies® (Parish Data System OnDemand™) Software.
22. Promotes and encourages vocations to the priesthood, diaconate, religious life and ecclesial lay ministry.
23. Collaborates with other parish staff.
24. Keeps pastor, other parish staff and parish informed of stewardship, faith formation and sacramental activities.
25. Assists with the preparation of the annual ministry budget; manages daily financial matters authorizing expenditures and safeguarding revenues in the areas of responsibility; reviews monthly financial reports taking corrective actions to maintain approved budget; safeguards all ministry and other parish assets.
26. Participates in continuing education as approved, provided or required by the Pastor.
27. Attends parish staff meetings and, as requested, parish pastoral council and parish finance council meetings.
28. Maintains strict confidentiality, discussing church business only with the person or persons necessary to carry out the assigned church interaction or responsibility.
29. Models Catholic religious and moral beliefs to others.
30. Performs related duties, responsibilities and extra projects as assigned.

Appointment and Term:

This position is “at will,” meaning the employee can be dismissed at any time with or without any statement of cause or reason for dismissal. Appointed and removed at will by the Pastor at his sole discretion.

Payroll Status: Exempt. Regular Employee averaging 40 hours per week.

Evaluation: Annual evaluation by the Pastor with the assistance of the Director of Faith Formation and Stewardship, which does not change the at will nature of this employment.