

PARISH:

TITLE: *Pastoral Assistant for Parish
Involvement*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Plan, organize, staff, and direct efforts to promote parishioner involvement in the parish mission, programs and services.

II. ESSENTIAL POSITION DUTIES:

- A. Collaborates with the Pastoral Leader, staff, and consultative bodies in implementing the mission of the parish.
- B. Assists the Pastoral Leader and consultative bodies in the evaluation and assessment of the needs of the parish. In collaboration with parish staff, designs and administers processes for identifying parish programs, services, and events that require parishioner involvement.
- C. Assures the promotion of and commitment to parishioner involvement activities at the parish. Develops and distributes written materials pertaining to volunteerism and parish participation; researches, develops and implements ways to encourage participation by uninvolved parishioners; coordinates parish ministry fairs; supervises the annual *Time and Talent* Survey and develops and oversees a program to reach out to newly registered parishioners.
- D. Responsible for the assessment/referral of all potential volunteers. Screens and interviews parishioners, matching their skills and interests to the tasks that need to be accomplished; coordinates meetings between parishioners and specific ministry directors, as needed, to further identify mutually agreeable volunteer opportunities, and develops and maintains a parishioner skill matching system.
- E. Assures the development of job descriptions of existing and new volunteer opportunities. Collaborates with staff with regard to the scope and range of responsibilities of each position as well as the expected time commitment of each activity.
- F. Coordinates the screening and training of parishioners in accordance with Archdiocesan policies, by assuring that volunteers in specific roles with children and

other vulnerable groups undergo a background check and receive training on professional ethics.

- G. Assures the proper evaluation of all volunteers.
- H. Assures appropriate recognition for parishioners who are involved in parish activities through volunteer appreciation activities.
- I. Develops and oversees the budget as delegated by the pastoral leader.
- J. Maintains a level of knowledge and skills required for this ministry through reading appropriate materials, and participation at appropriate workshops and conventions.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____