

PARISH:

POSITION TITLE: *Pastoral Assistant for Stewardship*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Develops and implements a stewardship program that: increases parishioner's awareness of stewardship concepts, challenges them to integrate stewardship into their daily lives, develops plans to engage parishioners into active, full and conscious participation in the parish and encourages generous sharing of financial resources.

II. ESSENTIAL POSITION DUTIES:

- A. Collaborates with the Pastoral Leader, staff, and consultative groups in implementing the mission of the parish.
- B. Manages all capital campaign project prospecting, soliciting, training volunteers, overseeing database, preparing grant proposals, tracking and reporting results and monitoring clean-up.
- C. In collaboration with the Stewardship Committee, plans the Annual Stewardship Drive to include coordinating with ministries, marketing, creating and printing materials, coordinating Ministry Fair, securing and training lay witnesses, fulfilling bulk mailings, entering and tracing time, talent and treasure data, and mailing thank you's and reminders.
- D. Oversees the monthly newcomer receptions and all other efforts designed to welcome new parishioners.
- E. Works with the Stewardship Committee in planning and implementing the Annual Catholic Appeal.
- F. Serves as a development consultant to parish and school ministries and staff in areas such as grants, estate planning, fund-raising efforts, direct mail and annual appeals.
- G. Provides coordination of all parish life events such as an annual parish picnic, fall festival, dinner dance, or auction.

- H. In collaboration with the Finance Council and the School Endowment committee, directs parish and school endowment funds.
- I. Directs the efforts of the school alumni association board to include locating and tracking school alumni, parents and staff, coordinating reunions, and soliciting alumni annually for the school endowment.
- J. Assists with internal and external marketing and public relation needs of the school and parish ministries which may include the parish bulletin, web site, parish and school newsletters, outgoing correspondence and Christmas and Easter cards.
- K. Serves as editor and overseer of the (monthly, quarterly, annual) Stewardship newsletter.
- L. Manages the budget for development and stewardship programs.
- M. Maintains a level of knowledge and skills required for this ministry through reading appropriate materials, and attending workshops and conventions. Participates in regional, Archdiocesan and national professional organizations, as approved and as appropriate.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____