



Overview People Section

*"Every vocation is born of that gaze of love with which the Lord came to meet us, perhaps even at a time when our boat was being battered by the storm."
- Pope Francis*

The success of the Partners in the Gospel effort depends on the commitment, creativity, and passion of parish staff. Since most parishes will experience a change of pastoral leadership, the presence of staff will be valued by parishioners as it gives a sense of stability and continuity in ministry. Moreover, staff members' willingness to engage and to lead the way in welcoming other parishes in the parish family sets a helpful example for parishioners.

Therefore, when parish families form in July 2024, there is no immediate planned impact to staffing. Far from envisioning widespread layoffs or redundancies, Partners in the Gospel calls on each of our staff members to lead the way in the "missionary creativity" that will enable each parish family to draw together as one. The goal is to use the talents of existing teams to meet the needs of the new parish families. Over time, the new parish family could offer opportunities for staff members to focus on a new area of interest, leverage prior work experience, or use a current strength to grow in new ways serving the Church. There may even be opportunities for a staff member to shift to another parish family where there is a need for their gifts.

Co-responsibility

Central to the work of coming together is the idea of co-responsibility. Everyone is co-responsible for the life of our parishes and the life of the Church - not just volunteers or paid ministers. Co-responsibility goes much further than simply recognizing that people have different roles; it ties back to what it means to be Christians.

The concept of co-responsibility is rooted in – and flows from – baptism. By the virtue of baptism, everyone becomes co-responsible for the life of the Church, and it is the dignity instilled by baptism that was so central to the discussion of parish life during Vatican II. A key insight around co-responsibility found in the Constitution on the Sacred Liturgy centers on the presence of Christ. As Catholics, a reverence for the presence of Christ in the Eucharist is

fundamental. Similarly important, however, is reverence for the presence of Christ in the people of God. In the same way that Christ is in Eucharist, so too is Christ in the baptized – allowing the people of God to take their place at the table of ministry.

To be clear, recognition of this co-responsibility does not diminish the importance of clergy. Rather, it elevates the role of the laity. We value the ordained and the incredible gift of deacons and priests, and we also value nonordained Catholics who make up the body of the Church. Everyone is responsible for the life of the Church and the mission Christ. Such co-responsibility has practical implications for consultative structures and the way work is done.

Many parishes already embrace co-responsibility. Though it may look different depending on the community, consultation and collaboration are consistent and central to how they function. While co-responsibility will vary from community to community, consultation and collaboration are central to it. This document highlights ways to engage staff, consultative bodies and the laity at large to ensure everyone is embracing co-responsibility.



Parish Staff and Volunteers

Discerning our gifts

As Partners in the Gospel unfolds, there will be opportunities for lay staff to move into different roles, take on new responsibilities or explore other avenues of ministry as the needs of the parish family evolve. Discernment of gifts and openness to other possibilities will be a key part of becoming one canonical parish. While there are no guarantees that some positions will not be eliminated, it is important to keep in mind that *there is a shortage – not a surplus! – of qualified parish staff members at this time*. Families will need to rely on their staff's individual and collective talents now more than ever.

The pastoral transitions across the Archdiocese of Seattle may well inspire some to retire or change jobs. As this natural attrition occurs, parish staff will be invited to take on roles encompassing not just their own parish, but the whole parish family. How and when this happens will be different in each parish family.

Volunteers

Clergy, lay staff, and parishioners are co-responsible for the mission of the Church. Engaged parishioners, as active disciples, serve in a variety of roles as volunteers and are responsible for helping parishes thrive.

Pastors, vicars, deacons and lay staff have a particular role in engaging, empowering and supporting parish volunteers who serve in ministries. These are some descriptions of volunteers to consider, though some individuals may serve in more than one of these categories:

- **Volunteers who serve in a staff capacity**

These volunteers are performing a role that would otherwise be provided by a staff person. This can be prevalent especially in rural and urban areas and in parishes where financial resources are limited.

- **Volunteers who serve in consultative bodies**

These volunteers support the mission by providing consultation to the pastor and

school leadership.

- **Key volunteers**
People who serve as a lead person or organizer for a ministry.
- **Program volunteers**
These volunteers serve regularly for ministries and programs of the parish or school.
- **Event or initiative volunteers**
People who serve as a volunteer for a particular event or function.

Volunteers should be invited to participate in leadership roles, ministries, programs and events according to their gifts. It is essential that they receive preparation for their roles and that they complete all necessary training or requirements, including Safe Environment. Volunteers need support, encouragement and deserve supervision. Each volunteer should know which member of the parish team is responsible for supervision and support.

Becoming one staff

Partners in the Gospel envisions that, once becoming one canonical parish, each community will have **one staff**, not two or three. While the staffs of the parish family are separate today, through the transition to becoming one canonical parish, the staffing model will adjust to the evolving needs of the parish family.

When parish families form, there may be multiple people performing similar roles, which opens up opportunities for sharing, learning and brainstorming ways to divide or share work, cover vacations and other collaboration.

Under the direction of the new pastor, and early in the formation of the new parish family, staff will have an opportunity to connect with their counterparts at the other parishes in the family. Staff will meet regularly to learn about each other's gifts, visit parish facilities, hear stories of how ministry is done in each community and begin imagining the possibilities. Throughout this process, it will be important to listen to the Holy Spirit and be open to new possibilities for ministry.

For example, a parish family may have three pastoral assistants for faith formation. After journeying together and evaluating the needs of the parish family, one might focus on OCIA and adult confirmation, while another may focus on adult faith enrichment opportunities, OCIA adapted for children or something else altogether. By creating opportunities to share resources, staff members will be able to explore new initiatives and ministry yet to be envisioned.

Another example: If a parish family has two or more pastoral assistants for administration, the role might be divided: One PAA might handle HR and finances across the family, whereas the other might focus on facilities, property management,

etc. This discernment will happen in collaboration with the pastor, take place over time and will look different in each parish family based on the gifts and expertise of the individuals involved.

Human Resources support for the journey

As the journey toward one canonical parish unfolds, there are several areas that may require thoughtful attention. As a result, the archdiocese's Human Resources team is undertaking several initiatives focused on providing advice, coaching, training and tools to support the transition.

The parish [HR toolkit in the "For Parishes"](#) section of the archdiocesan website has been updated with new materials available in the following categories:

- Recruiting
- Hiring
- Rewards and recognition
- Performance management
- Employment status changes
- Administrative tools

These resources will be updated as new needs and questions arise.

Training and education will also continue to be provided monthly via the popular webinar format hosted by the HR assistant directors. The content for these sessions is developed based on feedback from parishes and schools as well as from trends that are identified during day-to-day inquiries. These sessions focus on aspects of operations or human resources management that align with the toolkit resources mentioned above. Human Resources is also partnering with the Partners in the Gospel team to provide any additional training that pastors or administrators identify.

Day-to-day questions or concerns can be forwarded to the HR inbox (HR@seattlearch.org) or the Integrated Payroll and Benefits inbox (IPBS@seattlearch.org), and a quick answer will be provided, or a time set for a personal follow-up with a member of the HR team.

HR staff are dedicated to coaching or consulting with staff members or leaders who may want to discuss events and scenarios or gain solutions for employment-related issues.

In addition, there are several operational improvements underway to help support and ease administrative aspects of the transition to parish families. These include:

- Simplifying the payroll process for sharing employees.
- Simplifying the process for transferring employees from one location to another.
- Moving to one pay cycle so all parishes in a parish family are on the same pay cycle.

A new Standard Operating Process (SOP) manual will be launched before July 1, 2024, to help parishes maximize Paycom functionality with an eye toward increased efficiency.

For further information, stay tuned for communications through the C2P, online at the Parish HR Toolkit and in memos from Human Resources.



**PARTNERS
IN THE GOSPEL**

New Parish Roles

Considerations for hiring new directors

The intent of the director of operations (DOO) and director of pastoral ministries (DPM) roles is to recognize that some parish families will have large staffs that could be challenging from a span-of-control perspective. Typically, a leader can effectively supervise five to seven staff members. With a larger parish family staff, a pastor may want to consider an organizational structure that introduces new models of supervision. The staff structure section suggests options for these organizational structures. In evaluating the appropriate organizational structure, pastors may consider creating new supervisory positions such as the DOO and/or DPM.

Some considerations include:

- **Size of staff:** As staff sizes approach 10 or more employees, an additional layer of supervision makes sense.
- **Interests and strengths of the pastor:** A pastor whose interests and strengths are administrative, or pastoral may want to keep more direct control over those functions most aligned with his charisms and create a supervisory role for functions that are not his area of strength. For example, a pastor with strong pastoral interest may want direct control over the pastoral ministries and may place administrative functions (bookkeeping, payroll, facilities, IT) under a DOO.

- **Strengths of the staff:** Pastors may be blessed with some strong leaders. The DOO or DPM roles might be a way to leverage the skills of these strong leaders and to relieve the supervisory burden on a pastor. This section outlines possible new roles and corresponding responsibilities that may be helpful for parishes as they journey toward one canonical parish and beyond.

Director of Operations

The director of operations is a new position that builds on the traditional pastoral assistant for administration role. It's created to recognize the complexity that will be introduced with many of the parish families needing an elevated level of administrative expertise and skill. *This role has been helpful for parishes within the Archdioceses of Detroit and Chicago.*

The director of operations provides strategic and operational support to the pastor to ensure proper stewardship of the human, financial, information technology (IT) and physical resources of the parish family, in accordance with archdiocesan policies and guidelines.

The director of operations will have primary responsibility for finance, operations, facilities, human resources and project management with direct leadership of finance, administration, IT and maintenance for the parish family.

Within the context of Partners in the Gospel, this person will work with a Parish Family Staff Leadership Team to unify operations of two or more parishes.

Who should this person be?

This could be a current staff member at one of the parishes who exhibits the ability to supervise other administrative roles, or it may be a new hire.

Who should hire this role and when?

This role should be hired by the pastor. The need and timing for this role is at the pastor's discretion and should be driven by the needs of the parish family and the pastor.

This role is one that would be considered a shared expense by the parish family.

Director of Pastoral Ministries

The director of pastoral ministries is a new role that a pastor may choose to fill, particularly in large parish families with a significant number of ministries that would stretch the supervision of a pastor.

The director of pastoral ministries is a key member of the Parish Family Leadership Team and reports directly to the pastor. Under the leadership of the pastor, the director of pastoral ministries shepherds the overall vision for all pastoral ministries.

The director of pastoral ministries leads the Family Pastoral Team, which is responsible for creating, implementing and evaluating a comprehensive strategy for liturgy, faith formation, OCIA, outreach, social justice and evangelization. The director may have responsibility for one or more specific ministries.

Who should this person be?

This could be a current staff member at one of the parishes who exhibits the ability to supervise other pastoral ministries, or it could be a new hire.

Who should hire this role and when?

This role should be hired by the pastor. The need and timing for this role is at the pastor's discretion and should be driven by the parish family and pastor needs.

This role is one that would be considered a shared expense by the parish family.

Assistant to the Pastor

Depending on their unique needs, the pastor may need an assistant who is the *one go-to* person who serves the entire parish family by tracking the pastor's calendar, arranging appointments and helping him with administrative tasks across the parish family. This role may be of particular help in complex families. There should be one person whom parishioners across the parish family can call to arrange for meetings with the pastor and parochial vicar(s) or to get events on their calendars. Depending on the staff, the parochial vicar(s) may also have his own administrative assistant. Please note that this role is not the same as the current pastoral assistant for administration, which has different responsibilities.

Who should this person be?

This could be a current staff member at one of the parishes who works at the same location as the pastor's primary office, or a new hire if there is financial capacity and/or lack of personnel.

Who hires the assistant to the pastor?

This staff person should be chosen by the new pastor.

Shared expense

The expense of this staff person should be shared by all parishes in the parish family. In some cases, these duties might be fulfilled by someone who has other duties at a specific parish.

Please see full job description in the [appendix](#).



New Staff Structures

Parish Family Leadership Team

Purpose

The Parish Family Leadership Team, comprised of some members of the current parish staff, will be formed by the pastor to support the restructuring and re-envisioning for the parish family. They will be the primary staff consultation and action group for executing the activities related to Partners in the Gospel. It is intended to be a transitional structure until the parish family becomes one canonical parish, at which point this becomes the Parish Leadership Team.

FLT Structure/Considerations

- 3-5 people
- Emerging leaders from existing staff and/or key hires
- Would include the director of operations
- Would include one or more principals
- Would include the director of pastoral ministries
- Potentially include parochial vicar(s)
- Ability and willingness to focus on the parish family, not the parish they came from

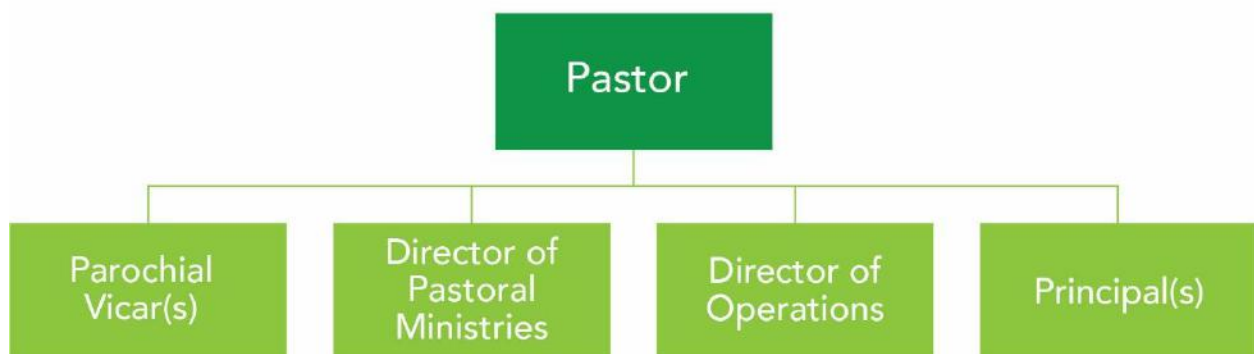
Staff structure options

The following organizational charts are intended to be options for a parish family as they journey to become one canonical parish. Roles identified are functional and not representative of full-time employees (FTE). Roles can be combined and, in some cases, outsourced (e.g., IT support).

Pastors have wide leeway in how they configure staff structures over the next few years. Alternative structures are provided as possibilities for consideration. They can mix and match structures to meet the specific needs of the parish family. Before selecting a model, prayerful consideration should include:

- Personal strengths and interests of the pastor
- Manageable span of oversight (number of direct reports should be less than seven)
- Capabilities of staff
- Geographic distribution of staff
- Size of staff
- Parish finances

Highest Level Org Chart

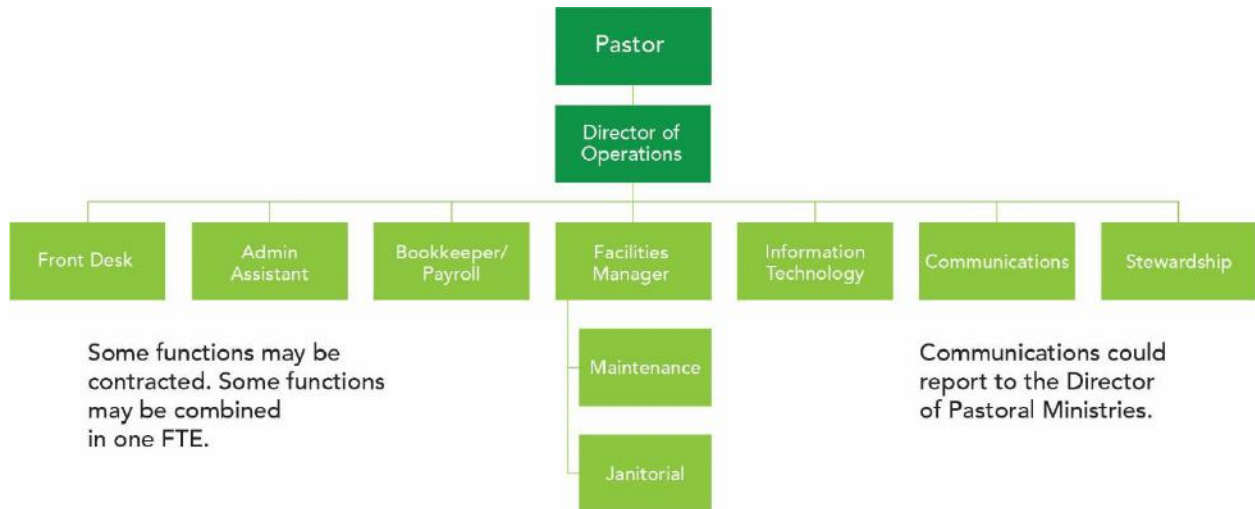


Considerations:

- This highlights a potential high-level structure for a parish family with a large staff, multiple schools, and a number of parochial vicars.
- The number of direct reports for a pastor should be less than seven.

- It shows how the director of operations and director of pastoral ministries can be used to reduce the supervisory and administrative burden for a pastor.

Operations Organizational Chart



Considerations:

- This chart shows a potential structure for a large parish family that has chosen to hire a director of operations.
- This structure would be nested under the Highest-Level Org Chart above.
- It shows most of the administrative functions in a parish family.
- Functions may be combined within an FTE and in some cases, a parish family may have multiple FTEs in a function.
- Some functions may also be outsourced.
- Additional layers of supervision may be needed to accomplish the day-to-day work.

Pastoral Ministries Organizational Chart

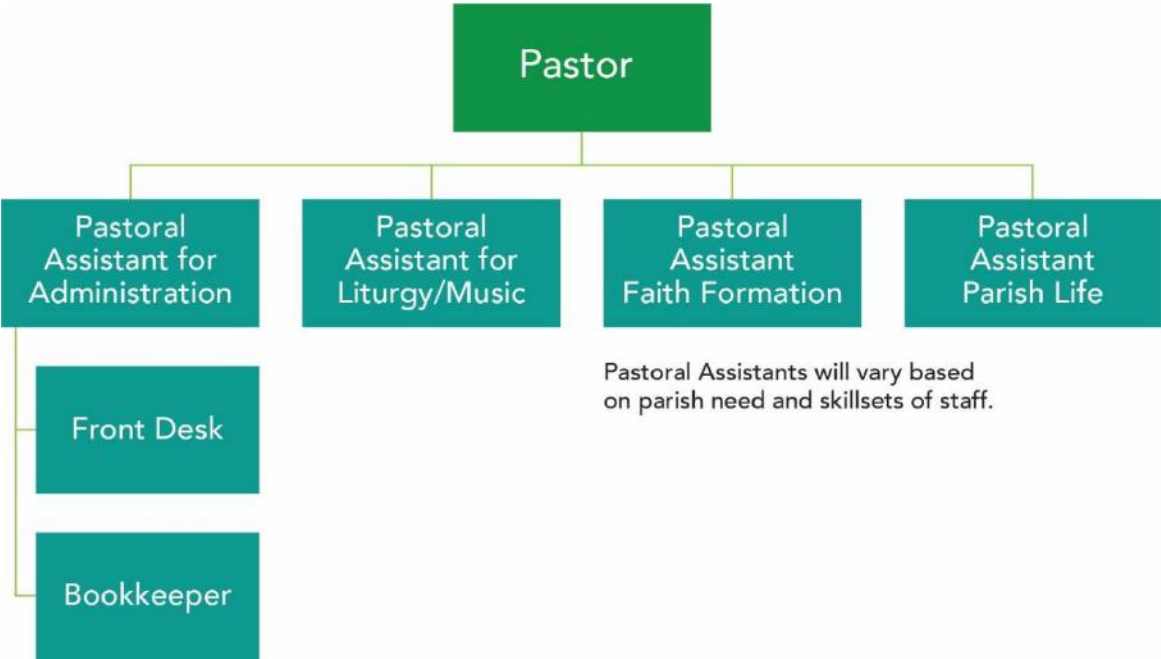


Pastoral Assistants should have direct access to the pastor for their ministry. Supervisory role of Director of Pastoral Ministries is administrative and coordination. Ministries can be combined as needed into a single role or have multiple staff members assigned.

Considerations:

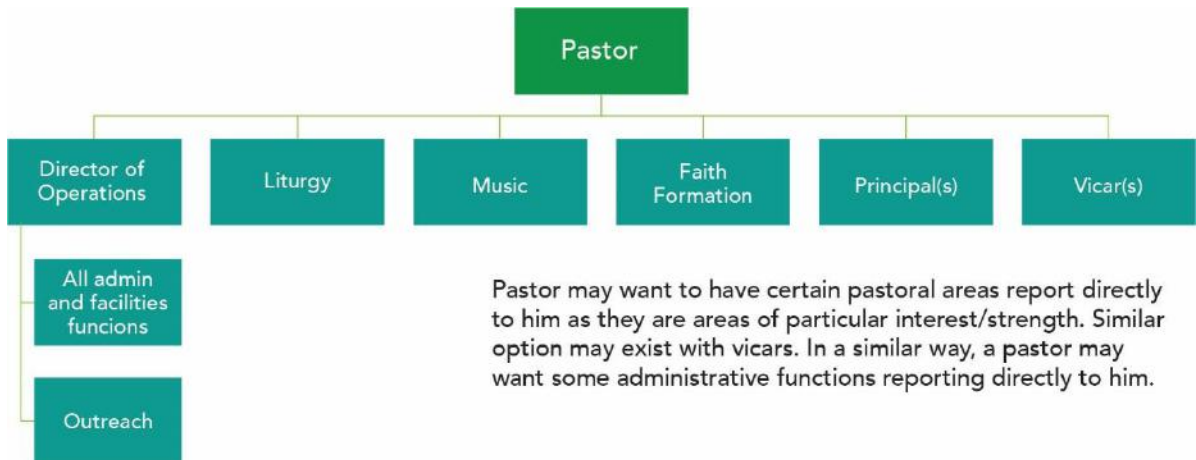
- This chart shows a potential structure for a large parish family that has chosen to hire a director of pastoral ministries.
- This would be nested under the Highest-Level Org Chart above.
- It shows most of the pastoral ministries in a parish family.
- The Director of Pastoral Ministries will often have direct responsibilities for one or more pastoral ministries.
- Pastoral ministries may be combined within an FTE, and in some cases, a parish family may have multiple FTEs in a ministry.
- Additional layers of supervision may be needed for the day-to-day work.
- It is possible to have some pastoral ministries report directly to the pastor.

Alternative Staff Structure – Small Staff



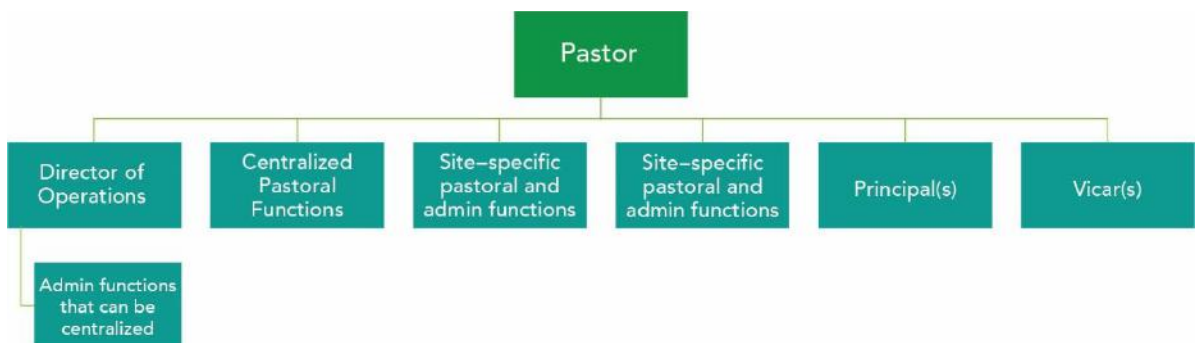
For parish families with smaller staffs, an alternative structure with more of the staff reporting directly to the pastor may make sense.

Alternative Structure – Pastor Interest/Strength



Another alternative would suggest a pastor may want more influence/control over pastoral or administrative functions. This could result in more direct report staff from those areas.

Alternative Structure – Geographic Organization



Considerations:

- Parish families with a large geographic territory may need to keep pastoral or administrative functions geographically dispersed. In this case, they may report directly to the pastor.
- This may make sense if parish family coordination across locations is minimal. This might include facilities or music.
- Some parish families may be so geographically dispersed that practicality requires some staff to report differently.

APPENDIX

Ministry Descriptions

Parish Liaison Ministry Description

GENERAL SUMMARY OF ESSENTIAL PURPOSE

Parish liaisons work in partnership with the pastors and leadership teams of multiple parish families to implement the parish family structure and develop a plan for becoming one vibrant, canonical parish. The liaison provides guidance and project management support and ensures effective communication among the Partners in the Gospel core team, parish family pastor and staff, and the Planning and Mission Effectiveness team. This is a project-based position.

ESSENTIAL POSITION DUTIES

- Learns and becomes well-versed in the Partners in the Gospel resources and tools and assists in refining them as needed to improve their utility.
- Accompanies, supports and guides implementation of parish family structures in partnership with pastors and their leadership teams.
- Serves as resource, facilitator and support for effective group discernment and processes.
- Responsible for timeline management and progress tracking as parish families journey through implementation and planning efforts to become one canonical parish.
- Provides guidance in preparing agendas, raising key issues, supporting effective decision-making and other support to ensure effective meetings.
- Tracks progress and key decisions and ensures effective follow-up after meetings.

- Serve as communication link between Chancery offices and parish family pastors and leaders.
- Assist pastors in creating and executing effective communication channels with parish staff, leaders and parishioners.
- Creates monthly status/progress report for each assigned parish family and reviews with the executive director of strategic and pastoral planning.

ESSENTIAL QUALIFICATIONS

Primary:

- Willingness and ability to support the mission of the Church by extending the ministry of the archbishop.
- Ability and desire to use God-given gifts and talents in service of the local Church and in support of the collaboration between lay and ordained ministers.
- Active member of a parish/faith community and in good standing with the Church.
- Strong desire to assist with the growing the Church and spreading the Gospel.

Education:

- Bachelor's degree required.
- Project management certification preferred.

Experience:

- 5+ years' experience and expertise in leadership, project management, change leadership and/or related areas of organizational development preferred.
- Ability to facilitate meetings, primarily among pastors and their planning teams, and work toward resolution of conflict in complex situations.
- Possess emotional intelligence skills and ability to build trust with pastor and leadership team members.
- Strong project management skills.
- Strong verbal and written communication skills.
- Parish or Catholic ministry experience a plus.

Other Elements:

- Desire to grow in personal faith life and enthusiasm for sharing the joy of the Gospel.
- Curiosity to learn and understand the many works of the Church in Western Washington and a desire to apply professional skills to support advancing those efforts.

- Flexibility and emotional intelligence in working with small and large groups of different stakeholders in consensus decision-making scenarios.
- Strong working knowledge of, or strong willingness to learn, Catholic parish structures and organizations.
- Demonstrated ability to work with a variety of people, including, but not limited to, multicultural communities.
- Willing and able to work some evenings and weekends.
- Must possess vehicle, valid Washington driver's license and insurance to travel throughout the Archdiocese of Seattle.

Assistant to the Pastor Ministry Description

GENERAL SUMMARY OF ESSENTIAL PURPOSE

The assistant to the pastor provides administrative services in support of the pastor, serving not just one parish but the entire parish family.

ESSENTIAL POSITION DUTIES

- Performs administrative functions for the pastor, parochial vicar and other staff as assigned.
- Fields calls and appointment requests for the pastor.
- Maintains the pastor's calendar, processes messages, invitations, etc.
- Serves as a communication link within the parish family for its staff members, parishioners, committee members, vendors and others who may be visiting or calling the parish.
- Serves as backup receptionist as needed.
- Attends workshops as appropriate and provides general assistance as needed.
- Performs other duties as assigned.

ESSENTIAL QUALIFICATIONS

Primary:

- Willingness and ability to support the mission of the Church.
- Ability and desire to use God-given gifts and talents in service of the local Church in support of the collaboration between lay and ordained ministers.
- Active member of a parish/faith community and in good standing with the Church.

- Strong desire to assist with the growth of the Church.

Education:

- Bachelor's degree preferred.

Experience:

- 3+ years of demonstrated experience in professional administrative work.
- Proficient in Microsoft Office Suite.
- Ability to facilitate meetings, primarily among parishioners, councils, commissions and general public.
- Possess emotional intelligence skills and ability to build trust with pastor and leadership team members and parishioners.
- Strong verbal and written communication skills.
- Parish or Catholic ministry experience a plus.

Other Elements:

- Desire to grow in personal faith life and enthusiasm for sharing the joy of the Gospel.
- Strong organizational, judgment and problem-solving skills.
- Excellent communication and interpersonal skills.
- Curiosity to learn and understand the many works of the Church in Western Washington and a desire to apply professional skills to support further effectiveness of those efforts.
- Flexibility and emotional intelligence in working with small and large groups of different stakeholders in consensus decision-making scenarios.
- Strong working knowledge of, or strong willingness to learn, Catholic parish structures and organizations.
- Demonstrated ability to work with a variety of people, including multicultural communities.
- Willing and able to work some evenings and weekends.

Director of Operations Ministry Description

Background: *This role builds on experiences in the Archdioceses of Detroit and Chicago.*

The director of operations provides strategic and operational support to the pastor to ensure effective stewardship of the human, financial, information technology (IT) and physical resources of the parish family, in accordance with archdiocesan policies and guidelines.

The director of operations will have primary responsibility for finance, operations, facilities, human resources and project management with direct leadership of finance, administration, IT and maintenance.

Within the context of Partners in the Gospel, the director of operations will work with the Parish Family Leadership Team to unify operations of two or more parishes with an emphasis on finance, facilities and human resources.

JOB DESCRIPTION

GENERAL SUMMARY OF ESSENTIAL PURPOSE

The director of operations provides strategic and operational support to the pastor (and school principal, as applicable) to ensure the stewardship of the human, financial and physical resources of the parish family, in accordance with archdiocesan policies and guidelines. The person will have primary responsibility for finance, operations, facilities, human resources, and project management with direct leadership of finance, administration and maintenance.

The director of operations will be responsible for working with the pastor and the Parish Family Leadership Team and the Parish Family Advisory Council to unify operations of two or more parishes with an emphasis on finance, facilities, and human resources.

ESSENTIAL POSITION DUTIES

- Assists the pastor in setting direction in the areas of finance, operations, facilities, human resources, and technology in support of the pastoral mission.
- Responsible for the recruitment, management and training of employees as assigned by pastor and in alignment with archdiocesan Human Resources policies.
- Directs staff and contract roles in day-to-day operations of the finance, facilities, human resources, and technology functions.
- Responsible for the oversight of the overall budget of the parish family.
- Responsible for ensuring compliance with archdiocesan policies.
- Serves as staff to the parish family's pastoral councils and the Parish Family Advisory Council.
- Member of the Parish Family Staff Leadership Team to ensure the Partners in the Gospel activities progress.
- Responsible for all operations, maintenance, security, repairs and capital projects of parish facilities.
- Responsible for the oversight of communications activities, including bulletin, website, social media, broadcast email communications and direct mail.
- Responsible for maintenance of current parish census and database as well as parish operational, financial and sacramental records. Also includes safeguarding and archiving all parish records and documents.
- Overall responsibility for all information technology, including but not limited to computers (hardware and software), internet/telephone, copiers, etc.
- Collaboration with liaisons and pastor in implementing Partners strategy and agenda.
- Responsible for the development and implementation of overall budget, preparation of annual reports, evaluation and communication of monthly financial reports, including bank reconciliation of the parish family.
- Ensures the use of best practices in all activities; responsible for the establishment, maintenance and testing of internal controls.
- Manages parish relationships with financial institutions, all aspects of vendor relationships, financial stewardship activities, fundraising and parish offertory collections.
- If schools are present, works effectively with the principal in all school financial, human resources and school commission processes.

ESSENTIAL QUALIFICATIONS

Primary:

- Willingness and ability to support the mission of the Church by extending the ministry of the archbishop.
- Ability and desire to use God-given gifts and talents in service of the local Church in support of the collaboration between lay and ordained ministers.
- Active member of a parish/faith community and in good standing with the Church.
- Strong desire to assist with the growth of the Church.

Education:

- Undergraduate degree in business, accounting, finance or related discipline, or equivalent professional experience.

Experience:

- Five years' experience in accounting, finance or related business practices.
- Experience with a not-for-profit organization or in Church management is a plus.
- Ability to facilitate meetings, primarily among parishioners, councils, commissions and general public.
- Possess emotional intelligence skills and ability to build trust with pastor and leadership team members and parishioners.
- Demonstrate understanding, respect and support of the Catholic Church teaching, mission and values.
- Demonstrable leadership, interpersonal, communication and organizational skills; initiative and a strong desire to achieve results.
- Experience in change management and merger integration is a strong plus.
- Experience and competence in standard management software tools (Microsoft Office Suite, QuickBooks).
- Experience with human resources activities.
- Experience with working in a team leadership environment.
- Experience or familiarity with continuous process improvement.
- Can be entrusted with highly confidential information.

Other Elements:

- Desire to grow in personal faith life and enthusiasm for sharing the joy of the Gospel.
- Curiosity to learn and understand the many works of the Church in Western Washington and desire to apply professional skills to support further effectiveness of those efforts.
- Flexibility and emotional intelligence in working with small and large groups of different stakeholders in consensus decision-making scenarios.
- Strong working knowledge of, or strong willingness to learn, Catholic parish structures and organizations.

- Demonstrated ability to work with a variety of people, including multicultural communities.
- Willing and able to work some evenings and weekends.
- Must possess vehicle, valid Washington driver's license and insurance to travel throughout the Archdiocese of Seattle.

Director of Pastoral Ministries Description

Background

The director of pastoral ministries is a key member of the Parish Family Staff Leadership Team and reports directly to the pastor. Under the leadership of the pastor, the director of pastoral ministries shepherds the overall vision for all pastoral ministries.

The director of pastoral ministries leads the Family Pastoral Team, which is responsible for creating, implementing and evaluating a comprehensive strategy for liturgy, faith formation, OCIA, outreach, social justice and evangelization. The director may have responsibility for one or more specific ministries.

JOB DESCRIPTION

GENERAL SUMMARY OF ESSENTIAL PURPOSE

The director of pastoral ministries is a key member of the Parish Family Staff Leadership Team and reports directly to the pastor. Under the leadership of the pastor, the director of pastoral ministries shepherds the overall vision for all pastoral ministries and leads the Family Pastoral Team, which is responsible for creating, implementing, and evaluating a comprehensive strategy for liturgy, faith formation, OCIA, outreach, social justice and evangelization. The director may also have responsibility for one or more specific ministries.

ESSENTIAL POSITION DUTIES

- Assists the pastor in creating and executing the vision for liturgy, faith formation, OCIA, outreach, social justice and evangelization in the parish family.
- Collaborates with the pastor and parish staff in implementing the mission of the parish. This is accomplished by participating in the comprehensive planning, implementation and evaluation of the parish's programs, goals and objectives, with specific focus on pastoral ministry.
- Assists the pastor in the daily operation of the parish family. This involves collaboration with the pastor and parish staff in the overall pastoral care of the parish family. This may include the direct coordination of one or more specific ministries, e.g., sacramental planning, educational formation, pastoral ministry.
- Works to build a good relationship between the parish staff and the parish community.
- Attends and participates in regional, archdiocesan and national professional meetings and organizations as approved and as appropriate.
- Responsible the liturgical calendar and responsible for all liturgical celebrations.
- Assures the development and implementation of comprehensive plans for faith formation, sacraments and multicultural ministries.
- Leads or attends planning meetings related to adult faith formation, marriage preparation and stewardship objectives, strategies and goals.

- Ensures adherence to Safe Environment policies in ministry.
- Ensures that all pastoral ministries and activities are welcoming and engaging.
- Ensures the budget is aligned to the pastoral priorities of the parish family, in partnership with the pastor and director of operations.
- Works with those responsible for communications in creating a pastoral plan for parish family communications.
- Supervises parish family pastoral team members, including regular one-on-one supervisory meetings with members and regular team meetings.
- Creates a healthy team culture of prayer and ongoing formation and supports the pastor in doing so for the Parish Family Leadership Team.
- Creates, implements and evaluates comprehensive approaches to evangelization for youth, adults and families.
- Develops missionary disciples who will reach out and bring the presence of Jesus Christ to those in need, including outreach to the marginalized, parishioners, inactive Catholics and those who do not know Jesus Christ.
- Ensures outreach to those who are underserved.

ESSENTIAL QUALIFICATIONS

Primary:

- Willingness and ability to support the mission of the Church by extending the ministry of the archbishop.
- Ability and desire to use God-given gifts and talents in service of the local Church in support of the collaboration between lay and ordained ministers.
- Active member of a parish/faith community and in good standing with the Church.
- Strong desire to assist with the growth of the Church.

Education:

- Undergraduate degree in ministry, theology or related discipline, or equivalent professional experience.
- Master's degree preferred.

Experience:

- Seven years' experience in parish ministry and Church management is a plus.
- Ability to facilitate meetings, primarily among parishioners, councils, commissions and general public.
- Possess emotional intelligence skills and ability to build trust with the pastor and leadership team members and parishioners.
- Demonstrate understanding, respect and support of the Catholic Church teaching, mission and values.
- Experience with leadership, interpersonal, communication and organizational skills.
- Possesses strong initiative and a strong desire to achieve results.

- Experience and competence in standard management software tools (Microsoft Office Suite, QuickBooks).
- Experience with Human Resources activities.
- Experience with working in a team leadership environment.
- Experience or familiarity with continuous process improvement.
- Can be entrusted with highly confidential information.

Other Elements:

- Desire to grow in personal faith life and enthusiasm for sharing the joy of the Gospel.
- Curiosity to learn and understand the many works of the Church in Western Washington and desire to apply professional skills to support further effectiveness of those efforts.
- Flexibility and emotional intelligence in working with small and large groups of different stakeholders in consensus decision-making scenarios.
- Strong working knowledge of, or strong willingness to learn, Catholic parish structures and organizations.
- Demonstrated ability to work with a variety of people, including multicultural communities.
- Willing and able to work some evenings and weekends.
- Must possess vehicle, valid Washington driver's license and insurance to travel throughout the Archdiocese of Seattle.