

PARISH:

TITLE: Director of Pastoral Ministries

NAME:

REPORTS TO:

DATE:

GRADE:

I. POSITION 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.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Assists the pastor in creating and executing the vision for liturgy, faith formation, OCIA, outreach, social justice and evangelization in the parish family.
2. 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.
3. 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.
4. Works to build a good relationship between the parish staff and the parish community.
5. Attends and participates in regional, archdiocesan and national professional meetings and organizations as approved and as appropriate.
6. Responsible the liturgical calendar and responsible for all liturgical celebrations.
7. Assures the development and implementation of comprehensive plans for faith formation, sacraments and multicultural ministries.
8. Leads or attends planning meetings related to adult faith formation, marriage preparation and stewardship objectives, strategies and goals.
9. Ensures adherence to Safe Environment policies in ministry.

10. Ensures that all pastoral ministries and activities are welcoming and engaging.
11. Ensures the budget is aligned to the pastoral priorities of the parish family, in partnership with the pastor and director of operations.
12. Works with those responsible for communications in creating a pastoral plan for parish family communications.
13. Supervises parish family pastoral team members, including regular one-on-one supervisory meetings with members and regular team meetings.
14. Creates a healthy team culture of prayer and ongoing formation and supports the pastor in doing so for the Parish Family Leadership Team.
15. Creates, implements and evaluates comprehensive approaches to evangelization for youth, adults and families.
16. 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.
17. Ensures outreach to those who are underserved.

III. 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