

PARISH LIFE COORDINATOR
Diocese of Toledo Pastoral Center
Discipleship and Family Life Department

The Parish Life Coordinator, focusing on Intentional Planning, assists parish leadership with best practices to formulate effective planning opportunities, strategies, training, resources, advisement, support their evangelization efforts and give pastoral care. The Coordinator oversees efforts to foster among Catholics of the diocese an enthusiasm for their faith and a desire to share their faith, to further the mission of the Catholic Church.

Primary duties include:

- Develops and implements an ongoing pastoral plan for this ministry in collaboration with the Senior Director of Discipleship & Family Life.
- Supports the implementation of the Diocesan Strategic Plan.
- Creates and oversees a diocesan intentional planning team which will engage with the Finance Office and Office of Mission Advancement to assist parishes with planning for the future.
- Assists with parish, regional, and diocesan intentional planning, to collaborate in the mission of Jesus Christ. This is a continuous process of listening, surfacing needs, assessing resources, planning and implementing a faith filled response.
- Provides guidance to parishes in inter-parish collaboration with a particular focus on deaneries while encouraging active participation of planning advisory groups/councils in parish transitions.
- Ensures effective and efficient communication of various programs and service offerings throughout the diocese, collaboratively working with other diocesan ministries/departments and seeks out opportunities for partnering on similar events to further the diocesan mission of evangelization.
- Maintains liaison and networking relationships with other dioceses, national groups, movements, associations and attends regional meetings. Participates in committees and advisory groups as assigned. Keeps abreast of local, regional and national emerging trends and issues related to intentional planning and evangelization.
- Enthusiastically helps parish staff understand best practices among parishes, including but not limited to: building relationships, Sunday experience, faith story sharing, speaking in love in truth, and a real focus on Jesus Christ.
- Assists parishes to form teams and support them with training in order to carry out effective evangelization programs and initiatives; follows-up and monitors the effectiveness of programs and ensures that they are ongoing while working toward continuous improvement.
- Remains current in the areas of theology and Catechetics by studying the documents of the Catholic Church, specifically New Evangelization, Catechism of the Catholic Church, the

General Directory for Catechesis, papal encyclicals and exhortations, and documents from the USCCB.

- Maintains high visibility, interacting with pastors and parish leaders to identify the greatest needs in a parish's efforts in evangelizing and teaching of the faith in coordination with other diocesan ministries/departments.
- Assists in training and serve as a resource for parish pastoral councils.
- Serves the pastoral care of parishes by providing and referring to various educational opportunities that relates to parish life, mediation, awareness of diocesan services and assistance to pastoral leadership during times of parish transition.
- Communicates and stays engaged with parishes and their leadership councils to serve as consultant to formulate effective pastoral strategies, guidance, and support.

Candidates for the position must possess:

- Experience and knowledge that would demonstrate a current basic knowledge of the teachings of the Catholic faith.
- A Bachelor's degree or equivalent is preferred in Pastoral Ministry, Theology, Business, Organizational Management, or similar course of study.
- Pastoral experience in Church Ministry with an understanding of diocesan and parish structures, is preferred.
- Must have a good understanding of strategic planning, organizational development, leadership development, ability to build support and manage change, and project management experience.
- Effective leadership, with the ability to provide formal presentations and timely information to pastors, lay leaders and church groups, along with excellent verbal and written communication skills.
- Must have the ability to develop and maintain positive relationships with employees at all levels; pastors, parish and school staffs.
- Ability to clearly and enthusiastically communicate the goals of New Evangelization, and to motivate others in sharing the faith with renewed enthusiasm and new methods.
- Must be a practicing Roman Catholic in good standing with the Church who has the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Pursues this ministry with energy, drive and a need to produce results. Must be flexible, self-confident, assertive and persuasive.

- Proven administrative skills including interpersonal relations, conflict resolution, and collaborative ministry.
- Must maintain a valid driver's license.
- Exercises considerable independence and judgment with a high level of confidentiality, working with sensitive and privileged information.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Must successfully pass the required background check and all requirements of the Diocesan Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

Qualified candidates please submit cover letter, resume and salary expectations to: Meghan Reed, Director of Human Resources, at humanresources@toledodiocese.org.

The Diocese of Toledo offers competitive compensation for motivated individuals, which includes a base salary and a benefit package including medical, dental, vision, paid vacation and sick days; and eligible for the defined benefit retirement plan and 403b.