

St. Jerome Parish Position Description



Position: Director of Ministry and Engagement

FLSA: Full-time, Exempt

Reports to: Parish Manager

General Summary: The Director of Ministry and Engagement works with the Parish Manager and the Pastor to advance the ministries of the parish through leadership, development, accompaniment, and support. This position also specializes in the work of evangelization and marketing to get both parishioners and non-parishioners involved in the ministries of the parish. Finally, this person will be called on to provide pastoral ministry to the sick, dying, bereaved, and those in need of assistance. This person must love people, have strong leadership skills, be a motivated self-starter, be a strong Catholic and have a desire to lead others to be intentional disciples.

Essential Duties and Responsibilities:

Coordination of Parish Ministries and Services

- Oversees the coordination and recruitment of all ministries and services, especially those headed by parishioners and other volunteers. This includes the parish religious education program and RCIA.
- Provides for leadership training for all heads of ministries with a focus on hospitality, leading effective meetings, and leading people closer to the Church and Jesus Christ.
- Coordinates the start of any new ministries that are needed in the parish.
- Directs and coordinates all major parish activities such as the Mudhens, Walleye outings, Parish Picnic, Lawn Parties, and other social events.
- Directs scheduling for all parish activities and ensures that adequate space and materials are available in parish facilities for the delivery of ministries and services.
- Implements and maintains an effective and thorough evangelization ministry.
- Implements and maintains an effective marketing/communication strategy, especially through the use of social media, website, and other printed materials.
- Helps to implement all ministry related items from the parish's priority plan, specifically those dealing with hospitality, stewardship and formation/catechesis.

Coordination of Pastoral Services:

- Make sure the sick and homebound are visited
- Meet with parishioners who are in need and direct them to the appropriate resources
- Help to plan funerals and make sure the parish follows up with the bereaved
- Other duties as assigned.

Knowledge, Skills, and Abilities Required

- Bachelor's degree in Theology, Catechetics, Catholic Studies is preferred and/or experience in ministry.
- Must have the ability to develop and maintain positive relationships with employees at all levels.
- Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
- Requires a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook. ProPresenter or other software knowledge is beneficial.
- Must be a practicing Catholic in good standing with the Church with knowledge of and commitment to Gospel values, Catholic moral and social teachings, and possesses a sound working knowledge of Church hierarchy and Church structure
- Must be flexible, innovative in a fast paced, time-critical environment and the ability to work independently.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Performs work at a high level of accuracy and attention to detail.
- Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.
- Exercises considerable independence and judgment with a high level of confidentiality.
- Must have marketing skills to implement a successful evangelization ministry.
- Must successfully pass the required BCI/FBI background check prior to employment and every five years.
- Must maintain a valid driver's license.

LANGUAGE SKILLS

Ability to read, analyze, and interpret church documents and modern evangelization trends. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of parishioners, vendors, employees, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure. Ability to create a budget and abide by it.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions with creative solutions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position will require some evening and weekend hours.