



<b>Position:</b>	<b>Parish Life Director</b>
<b>Reports To:</b>	<b>Parish Pastor (Our Lady of Guadalupe)</b>
<b>Created:</b>	<b>May 2017</b>
<b>Revised:</b>	<b>June 2023</b>

## **Ministry Position Overview**

The Parish Life Director (PLD) works in collaboration with the parish pastor or designate to provide leadership for the full scope of parish life. The PLD, reporting to the parish pastor or designate, is responsible for the administration of Our Lady of Guadalupe Parish with regard to operations, pastoral programming and ministry, finances, staffing and strategic planning.

## **Ministry Position Summary by Areas of Responsibility**

### **Operations/Financial Management**

The PLD will manage the general operations and the finance of the parish with a pastoral sensitivity to the short and long-term needs of the parish and surrounding community. Financial administration will be carried out in collaboration with the Diocesan finance office at the pastoral center. Duties include;

- Overseeing and managing day-to-day parish operations.
- Maintain parish records and files.
- Directing and implementing secretarial needs of the parish, including parish bulletins.
- Drive the implementation of Diocesan policy for parish staff.
- Coordinate finance committee activities for the parish business as assigned by the parish pastor or designate.
- Budget and insurance management.
- Organising the annual Bishop's appeal at the parish level.
- Setting up finance committee meetings.
- Preparation of information and documents for effective reporting at meetings and annual review engagements.
- Overseeing indigenous awareness programs (such as the Kairos Blanket Exercises (KBE), talking circles, parish feasts etc....)

## **Liturgical and Pastoral Care Management**

The PLD will collaborate with the parish community to coordinate and participate in liturgical preparation, worship, and support pastoral care. Duties include;

- Meeting and collaborating with the parish community for liturgies and parish decorations.
- Provide liturgical ministry training to volunteers.
- Coordinate and participate in pastoral care activities including; home visits and outreach to the sick, needy, and inactive Catholics.
- Plan funeral liturgy with families and parish pastor and provide post-funeral pastoral care.
- Consult with the parish pastoral council in a pastoral and leadership capacity and collaboration with the parish priest of designate.
- Liaise with other parishes and Diocesan offices to promote the broader vision of the church and the Diocese.
- Communicates indigenous culture, history, and spirituality to other parishes, and the Diocese.
- Represents the church ecumenically and civilly.

## **Youth/Children Ministry**

The PLD will engage youth in the parish by gathering youth and seeking ways to integrate youth into the very life of the parish. Duties include;

- Coordinate and facilitate altar servers, including recruiting youth to serve, training and scheduling them, and communicating with families.
- Facilitate and lead events for different groups of children/youths (Kindergarten to Grade 8), guided by approved parish programs and schedules.
- Recruiting, selecting and training volunteers for children/youth ministry.
- Select and implement programs for youth engagement in the parish community.
- Promote a culture of vocations.

## **Sacramental Preparation**

The PLD, working collaboratively with the parish pastor and volunteers will lead and oversee the sacramental preparation programs (first reconciliation, first communion and confirmation) and RCIA programs offered by Our Lady of Guadalupe Parish. Duties include;

- Registration of families and collection of sacramental certificates.
- Advertising and promotion of sacramental programs.
- Budgeting for program expenditure and potential revenues.
- Train and engage volunteers.
- Interviewing and integrating prospective new Catholics for Christian initiation.

- Lead and teach RCIA sessions.
- Discerning catechumens and candidates for sacramental rites.

## **Working Conditions**

- Full-time permanent position of 37.5 hours per week.
- Regular office hours with some evenings and weekend duties.
- Dedicated office space.
- Remunerated monthly according to the Pastoral Salary Grid of the Roman Catholic Diocese of Saskatoon.

## **Job Specification**

- Confirmed practicing Roman Catholic in good standing with the Church.
- An active and vibrant faith life, with a keen sense of having been called to serve and animate the diocesan and universal mission of the Church at a parish level.
- A well-rounded non-partisan multi-lateral ecclesiology/spirituality, and a demonstrated ability to appreciate and work effectively with various persons of all age groups and viewpoints.
- Business college certificate/diploma/degree and/or related experience.
- Formal theological formation (certificate/diploma/degree) and/or related experience.
- Demonstrated experience in managing operations and personnel.
- Working knowledge of and experience in reading and analyzing financials.
- Ability to be discreet with sensitive information and to maintain confidentiality.
- Working knowledge of; Microsoft Office Suite of programs, computers, and A/V technology.
- Ability to reach and engage volunteers is required.
- Due to the nature of the employment, an indigenous background and a firm understanding of the indigenous history, cultures, and spirituality is considered an asset.