

PASTORAL ASSISTANT/ SAFE ENVIRONMENT COORDINATOR

Primary Goal and Purpose: Support pastoral activities from the parish office.

Reports To: Pastor/Office Manager

Type: Non-Exempt

Send Resume To: etc@idjc.org

Primary Areas of Responsibility:

- On call from funeral homes to schedule **Funerals** with priests and assist families with decisions about visitation, vigil or rosary, readings, music (if needed by music ministers), readers, giftbearers, and if necessary assist at the Committal at burial.
- Make **Initial Visitation** for parishioners in need of regular communion calls and arrange for a regular Extraordinary Minister of Holy Communion.
- Update Nursing Home and Residential Visitation records and distribute to those involved.
- Schedule and lead monthly **Baptism Class** for parents of infants to age 7.
- Schedule and lead quarterly training for new **Altar Servers**.
- Teach Religious Education sessions on **Safe Environment**.
- Assist priests and deacons at **Weddings** with bridal parties and processions.
- Schedule Readers, Eucharistic Ministers of Holy Communion and Altar Servers, receive names from Hispanic Ministry, and prepare sign-in sheets for all weekend and Holy Day masses. Update volunteer list and ensure that appropriate reminders are sent through on-line scheduling system.
- Weekly update of the parish **Web Site**.
- Organize Easter Season **Ministries Fair**.
- Schedule with the Knights of Columbus an annual **Altar Servers Appreciation** event.
- Recruit team of married couples to lead an annual **Engaged Couples Retreat** for the diocese.
- Assist Pastor as **Liaison with Connection Ministers**.
- Maintain Religious Education records through the Parish Data Formation System - enroll new students, track attendance, promote to next grade, prepare sign-in sheets for each class
- Submit background checks for **Safe Environment**, communicate with ministry and organization leaders to ensure records are up-to-date, maintain current and archived records and report to diocese on a quarterly basis
- Request driving record reports for employees and volunteers who will transport children during church and/or school activities and report data found to school principal and dean of students
- Update annual **Parish Guidebook** - communicate with ministry and organization leaders to ensure the most up-to-date information is included
- Assist with sacramental records – schedule baptisms, prepare sacramental certificates, provide letters to registered parents and sponsors for baptisms outside of parish, gather and maintain sacramental information on First Communion and Confirmation candidates

Qualifications:

- Four-year college degree or comparable parish ministry experience
- Time management skills and flexibility to be available on some weekends
- Ability to plan, coordinate and communicate with those involved in parish programs
- Ability to work well on your own with little or no supervision
- Ability to work as a team player
- Knowledge of parish database systems (6 month learning period)
- Experience working with Microsoft Word and Excel
- Understanding of the diocesan guidelines concerning safe environment and strict adherence to the parish safe environment program
- Knowledge of church guidelines and Canon Law regarding the sacraments
- Ability to speak both English and Spanish is a plus.