

POSITION NAME: Fellowship Coordinator	PARISH NAME: St. Pius X Church
REPORTS TO: Pastor	
CLASSIFICATION: Exempt	EFFECTIVE DATE: March 1, 2020

The Fellowship Coordinator is an integral member of the parish staff with professional preparation and pastoral sensitivity to encourage, empower and prepare the people of St. Pius X Parish to live out their baptismal call to service.

**RESPONSIBILITIES INCLUDE:**

**A. Coordination and Administration**

1. Serves as member of the Parish Staff.
2. Participates in decision-making regarding overall parish direction and activities.
3. Assists with preparation and management of the Fellowship portion of the budget.
4. Contributes to following as necessary: parish bulletin, newsletters, bulletin inserts, flyers, bulletin board, etc.
5. Represents the parish in various ecumenical and civic activities.

**B. Parish Life & Fellowship Activities**

1. Serves as resource person to Parish Life Commission.
2. Plans and implements annual volunteer appreciation dinner.
3. Identifies, plans and implements various monthly social activities to encourage parish fellowship. (e.g. potluck dinners, donuts/coffee, etc.)
4. Coordination of funeral receptions with the Pastoral Associate.
5. Serves as resource person for women’s guild activities.
6. Management of Pius & Pastors Hall kitchens including organization, monitoring and purchasing of supplies and laundering of linens.

**C. Sunday Childcare**

1. Manages the Sunday Childcare program offered during the 8:30 and 10:30 Masses.
2. Hires, trains, and schedules childcare employees & volunteers with Business Manager.

**D. Any other duties and responsibilities assigned by the pastor.**

**QUALIFICATIONS**

- Active participant in the life of the Catholic Church and ability to participate in the full sacramental life of the Church. - Is a Catholic in “Good Standing”.
- Supports the mission of the parish and the church.
- Assists in the formation of the entire parish in understanding the parish mission.
- Basic computer skills
- Is collaborative, and exhibits a willingness to learn and share.
- Is a professional person of integrity and responsibility, and is able to maintain confidentiality.
- Recognizes the need for ongoing spiritual renewal

**Administrative Responsibilities:**

1. Maintains regular communication with the Pastor and other members of the parish staff.
2. Ensures that parish events are appropriately staffed with competent and faith filled volunteers/employees.
3. Oversees recruitment of employees/volunteers; supervises them and provides training for them.
4. Maintains regular office hours.
5. Organizes a calendar of events for their area(s) of responsibility.
6. Assesses program effectiveness and makes necessary changes as appropriate.
7. Prepares and manages a budget.
8. Ensures compliance with Archdiocesan Safe Environment Policies.
9. Remains connected in relationship with Archdiocesan Pastoral Center Staff and Policies/procedures.
10. Networks and collaborates with other parishes' Parish Life Leaders.
11. Attends Archdiocesan functions relative to their position.
12. Continues in the process of on-going professional development.

**COMMUNICATION/CLIENT CONTACT:** Contacts are normally made inside and outside the Parish. Contacts frequently contain confidential/sensitive matters.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

**WORKING ENVIRONMENT:** Entails evening and weekend work, flexible schedule.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that 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.*