

## JOB DESCRIPTION

POSITION NAME: Fellowship and Stewardship Coordinator	PARISH NAME: St. Pius X Church
REPORTS TO: Pastor	
CLASSIFICATION: Exempt	EFFECTIVE DATE: 7/1/2021

The Fellowship and Stewardship 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.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

### **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 and Stewardship portion of the budget.
4. Contributes to the following as necessary: parish bulletin, newsletters, bulletin inserts, flyers, bulletin board, etc.
5. Represents the parish in various ecumenical and civic activities.

### **B. Coordinates registration and welcoming of new members**

### **C. Stewardship, Parish Life & Fellowship Activities**

1. Serves as resource liaison to Parish Life Committee.
2. Serves as resource liaison to Stewardship Committee.
3. Educates parishioners on the principals of stewardship, primarily on the varied ways to live out their baptismal call to service through sharing their time and talent.
4. Facilitates the annual Stewardship campaign weekends with the Stewardship Committee.
5. Create annual update of Stewardship opportunities
6. Data Management relating to time and talent commitments from parishioners.
7. Provides support for staff, other commissions, and groups to help with recruiting, training or motivating volunteers.
8. Plans and implements annual volunteer appreciation dinner.
9. Identifies, plans and implements various social activities to encourage parish fellowship (e.g. potluck dinners, donuts/coffee, etc.)
10. Coordination of funeral receptions with the Pastoral Associate.
11. Serves as resource person for the women's guild activities.
12. Management of Pius & Pastors Hall kitchens including
  - \* Reservation & supervision of events in parish halls
  - \* Organization, monitoring and purchasing of supplies and laundering of linens.

## **E. Sunday Childcare**

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

### **QUALIFICATIONS Include:**

- 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.
- Assist 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**

- Maintains regular communication with the Pastor and other members of the parish staff.
- Ensures that parish events are appropriately staffed with competent and faith filled volunteers and employees.
- Oversees recruitment of volunteers; supervises them and provides training for them.
- Maintains regular office hours.
- Organizes a calendar of events for his/her area(s) of responsibility.
- Assesses program effectiveness and makes necessary changes as appropriate.
- Ensures compliance with Archdiocesan Safe Environment Policies.
- Remains connected in relationship with Archdiocesan Pastoral Center Staff and Policies/Procedures.
- Networks and collaborates with other parishes’ Parish Life Leaders.
- Attends Archdiocesan functions relative to his/her position.
- 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 frequent evening and weekend work.

*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.*