

**St. Michael the Archangel Catholic Parish
Leawood, Kansas**

**Parish Life Coordinator
Position Information**

This position was posted on January 25, 2018 and is available to start as early as March 1, 2018.

Send cover letter and resume to:
St. Michael the Archangel Catholic Parish
Attn: Patty Pearch
14251 Nall Ave.
Leawood, KS 66223

Or to: patty.pearch@stmichaelcp.org

Job Description

General Description:

The Parish Life Coordinator (PLC) is responsible for developing, implementing and monitoring strategies, goals and activities for various parish committees, projects and volunteer pools. The PLC will be responsible for assuring that a high degree of volunteerism continues in our parish community, and that the efforts of these volunteers continue to provide the critical energy needed to help fulfill the vision and mission of the parish. This position reports to the Parish Administrator.

Parish Life Coordinator Responsibilities:

1. Manage Time, Talent and Treasure (TTT) Program:
 - Work closely with Parish Staff, Parish Council, Commissions and others to assess the effectiveness of current processes and materials, and work to implement whatever changes are necessary to keep this annual process fresh, efficient and productive.
 - Coordinate and manage periodic Time and Talent Fairs in cooperation with the Parish Council and Commissions.
 - Develop and implement Volunteer Recognition and Appreciation Program.
 - Yearly awards, and recognition for all volunteers
 - Assist committees with recognizing their volunteers
 - Steward of the Week
 - Solicit volunteers through phone networking and between Mass visits.
 - Serve as liaison to involve parish members with parish committees and activities.
 - Coordinate training and development of volunteers to assist with TTT program.
 - Ensure that data from TTT is entered correctly into the parish database and disseminate information to each committee in a timely manner.

- Participate in continuing education regarding Stewardship.
 - Develop ways to keep the parish apprised of stewardship and volunteer opportunities within the parish (bulletin, parish wide email, etc.).
2. Assist Committees and Councils as needed:
- Provide encouragement and motivation
 - Assist with succession plans and with transitioning of committee leadership
 - Provide support communications and facility scheduling
 - Follow up to ensure committees are utilizing volunteers and contacting those interested in volunteering
 - Provide office support (labels, mailings, office supplies, etc.)
3. Manage New Member Registrations:
- New Member Welcome Meeting on Sundays
 - Attend one time a month on Donut Sunday and when volunteers are not available
 - Assure all materials are updated and available as needed
 - Assure all data is entered into the database following the meetings
 - Follow up with all new parishioners with a personal phone call
 - New Member Socials
 - Communicate with Chair of Committee to set dates for quarterly social and provide support regarding planning of event (invitations, food, room scheduling, etc.)
 - Manage RSVP's – phone call follow ups prior to event
 - Arrange Childcare
 - Attend Social and direct the presentation
 - Enter attendees into the database
3. Communications
- Assist Communications Coordinator with website updates, Social Media, Weekly Email, and Message Board
 - Support ministries in their efforts to publicize classes, events and messages
 - Maintain Constant Contact list
4. Sunday Morning Nursery
- Manage Sunday Morning Nursery
 - Coordinate with Nursery Supervisor to assure coverage
 - Organize Youth Volunteers as needed
 - Maintain supplies and volunteer lists
 - Advertise Nursery regularly in various communication formats

Qualification Requirements:

Must have excellent interpersonal and communications skills (written, public speaking, one-on-one personal interactions and in group settings, telephone, etc.), and at least two years of experience using Microsoft Office (Word, Excel, PowerPoint) and database management software. Must also have high level of expertise managing communications via social media, including Facebook, Twitter, Constant Contact and websites. Computer skills will be tested prior to employment, and ability to utilize social media must be demonstrated. Must also have strong organizational skills, be able to multi-task, be detail oriented, self-directed, and a willing team player.

Hours and Compensation:

To start, this is a part-time (approximately 24 hours per week) salaried ministerial position, with limited evening and weekend hours required. The work schedule will vary based on parish events. Compensation will be commensurate with experience. As the parish budget allows, our hope is to move this to a full time position with full benefits.

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