

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

**Pastoral Ministry Coordinator
Position Information**

This position has been posted as of April 5, 2018 and ideally will be filled by May 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

Job Title: Pastoral Ministry Coordinator

Reports to: Pastor

General Description:

The Pastoral Ministry Coordinator is responsible for coordinating the Parish's Ministries to the Sick and Homebound, Bereavement Ministries, and working with parish families to schedule and prepare for the sacraments of Baptism and Marriage.

Pastoral Ministry Coordinator Responsibilities:

1. Baptism of Infants
 - a. Serve as first point of contact for inquiries
 - b. Guide families through preparation process
 - c. Gather documents and maintain sacramental records
 - d. Serve as liaison to Sacred Liturgy and Christian Formation Staff

2. Marriage

Preparation

- a. Oversee and guide couples through marriage preparation and wedding ceremony process
- b. Coordinate wedding dates with Parish Office and Facility Staff
- c. Gather documents, process sacramental records, receive and disperse fees

- d. Plan and coordinate Mini-Retreat for Engaged Couples twice a year
 - e. Coordinate Wedding Rehearsal and Wedding Ceremony, including advance planning and execution of liturgy and processional details
 - f. Serve as liaison to parish Sacred Liturgy and Christian Formation Staff, as well as Archdiocesan Marriage Tribunal
 - g. Assist clergy in fielding inquiries regarding marriage annulments and facilitating communication with Archdiocesan Marriage Tribunal
- Marriage Enrichment**
- h. Collaborate with clergy on Marriage Enrichment Programs such as conferences, speakers or programs.
 - i. Create marketing materials and strategy for programs and events in collaboration with Liturgy and Communications Coordinators
 - j. Manage registrations and aid in execution of events as needed
3. Ministry to the Sick and Homebound
- a. Maintaining lists of and ensuring contact with parishioners desiring Holy Communion
 - b. Maintain lists and communication around First Friday visits
 - c. Overseeing the recruitment, training and scheduling of lay ministers of Holy Communion to the Sick and Homebound
 - d. Assist priests in scheduling and responding to requests for Anointing, and maintaining a record of those Anointed
 - e. Maintain active list of those to be included in the prayers of the Prayer Chain and the intercessions at Sunday Mass.
 - f. Serve as liaison to nursing and retirement facilities, Liturgy Staff, and volunteer coordinators of Communion Ministers and Prayer Chain.
4. Care of the Bereaved
- a. Assisting clergy in response to notifications of death
 - i. Helping to guide families and individuals through the process of funeral preparations
 - ii. Coordination of funeral masses, bereavement ministry, including funeral lunches, and periodic follow up after the celebration of funeral rites
 - iii. Liaison to mortuaries, clergy, Liturgy Coordinator, and Stephen Ministry
 - b. Assist as needed with Divorce Ministry
 - i. Assistance with marketing and communications
5. Aid of the poor and the destitute

- a. Coordination of emergency assistance processes and procedures
- 6. Sacramental Records
 - a. Maintain or oversee the maintenance of all sacramental records and registers for Baptism, First Reconciliation, First Holy Communion, Confirmation, Marriage, and Death
 - b. Field requests for certification of sacraments from other churches
 - c. Serve as liaison to Christian Formation staff to ensure recording of sacraments of First Holy Communion, First Reconciliation, and Confirmation
- 7. Pastoral Assistance
 - a. Schedule and facilitate weekly Pastoral Care meetings with clergy
 - b. Manage, track and communicate clergy schedule (primarily in regard to masses, sacraments, vacations and unique parishioner requests)
 - c. Assist in logistical planning as events arise
 - d. Communicate appropriate sacraments performed to Communications Coordinator for publishing in bulletin (primarily Baptisms and Weddings)
 - e. Manage “Care & Support” tab on website, including creation and maintenance of online resources

Qualification Requirements:

Must have excellent interpersonal and communications skills, a working knowledge of Microsoft Office (Excel and Word) and database management software. Must also have strong organizational skills, be able to multi-task, be detail oriented, self-directed, and a willing team player. Prior work experience in a Parish Office is desired, but not mandatory.

Hours and Compensation:

This is a full-time, salaried ministerial position. Typical work hours are 8:30 am to 4:30 pm, but occasional evening and weekend hours may be required for ministry related training sessions, Funeral or Wedding duties, and other meetings or programs. Compensation will be commensurate with experience.

(Revised April 2018)