

Job Description

Position Title

Parish Life Director

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The Parish Life Director serves as lay administrator of the parish, directing all aspects of operation. Interacting daily with the Pastor and serving to implement the purpose and vision of the parish, this position is responsible for the day-to-day management of all parish matters. As the Pastor's designee, this position supervises and manages parish staff in order to implement the purpose and vision of the parish in a consistent, methodical and collaborative manner.

The Parish Life Director also directs the parish's efforts to engage parishioners in a Stewardship Way of Living, a foundation of Holy Trinity Parish. The Director has responsibility for cultivating an encompassing culture where parishioners freely and gratefully give of their time, talent, and treasure in thanksgiving for the blessings bestowed upon them by God.

Focusing on Christ's Great Commission and guided by the parish's purpose and vision, the Parish Life Director also coordinates across all ministries to develop, implement and direct New Evangelization programs for both the spiritual formation and belonging of parishioners at Holy Trinity Parish – from those who are taking their first steps to a relationship with God to those who are mature in their faith and ready to bring the Gospel to others (and everyone in between). The position seeks to deepen the discipleship of current parishioners and importantly focus the parish's efforts at reaching out to those who do not yet know Christ.

Parish overview and job description also at www.holytrinityparish.org. This is a full-time position with a compensation package including benefits. To apply, please submit to jobs@holytrinityparish.org a cover letter and resume (feel free to include salary requirements). For best consideration, please submit by November 9, 2018.

Duties and Responsibilities

Administration

- Responsible for the day-to-day management of all parish operations.
- Serves as chief of staff for all entities and supervises lay parish staff.
- Through commencement of regular staff meetings and daily management of all lay parish staff, fosters mutual respect, teamwork and communication. Facilitates among the parish staff a spirit of cooperation and collaboration rather than competition, as well as interdependence rather than independence.
- Provides supervision and assistance to the school ministry Principal and Catholic School Advisory Commission in developing and implementing policies of the parish as they relate to the school.
- Coordinates and conducts the business affairs of the parish in an ethical, efficient, and organized manner, in conjunction with the overall plans and policies developed by the

Pastor, staff, Pastoral and Finance Councils, in accordance with the Diocesan Financial Management Handbook.

- Prepares the annual parish budget, working in collaboration with the Pastor and Finance Council. Administers the preparation of comprehensive budgets, including revenue and expense projections. Supervises preparation of monthly financial reports of the parish. Develops and oversees implementation of all church financial policies, procedures and reporting.
- Assists Pastor in developing messaging, and assists in providing effective public relations/communications with the parish and greater community. Creates, implements and maintains an up-to-date communications plan to include bulletin, web site, Mass announcements, social media, direct mail, etc.
- Works with staff, ministries and other lay leadership to establish and implement parish policies, as directed by the Pastor.
- Maintains personnel records, develops job descriptions, and, in collaboration with the Pastor, oversees annual written reviews of all parish employees. Interviews job applicants and make recommendations to the Pastor for hiring and termination of employees. Develops salary scales and makes recommendations for increases in compensation. Welcomes and trains new employees in parish policies and procedures.
- Ensures the Facility Manager manages parish property and space, ensuring the general security and good condition of all church property and equipment. Works with Facilities Manager and Ministry Coordinator to identify major capital purchases; schedule use of parish facilities and ensure all liability and maintenance needs are coordinated.
- Ensures implementation of short-term and long-term planning of the parish.
- Maintains confidentiality in all areas of responsibilities as required.

Stewardship

- Responsible for promoting stewardship by proactively planning, organizing, staffing and managing stewardship as a way of life at Holy Trinity Parish.
- Responsible for ensuring that the theology of stewardship is integrated into all development and formational efforts of the church and in all its ministries.
- Coordinates all marketing and communication efforts in the parish with regard to stewardship, including the annual Stewardship Renewal in the parish.
- Ensures that the Ministry Coordinator tracks gifts of time, talent, and treasure from parishioners.

- Empowers laity into service in the parish, organizes and directs stewards to meet the needs of the parish community, serves as professional resource for ministries, and oversees supervision of all ministries of the parish.
- Supervises the selection, directing, evaluating, and terminating of consultants and vendors.
- Provides advice to Pastor, staff, Pastoral Council and parishioners regarding stewardship activities.

New Evangelization

- In collaboration with the Senior Leadership Team and Faith Formation ministry, builds a series of evangelization programs across the parish to promote active parishioner engagement and personal conversion.
- Develops and implements strategies that intentionally engage parishioners, inactive Catholics and non-believers in the hearing the Good News so that all can make a decision to follow Christ and become missionary disciples.
- Researches and implements ways to better engage inactive and prospective parishioners.
- Collaborates with the Faith Formation Ministry staff to engage parishioners in groups that connect them to others on a similar faith journey and groups that assist them in growing in their faith.

Qualifications:

- Bachelor's Degree and 5-10 year of demonstrated leadership and management ability
- Commitment to stewardship as a way of life and knowledge of the New Evangelization
- Commitment to ongoing faith formation and professional development
- Skilled in decision-making, delegation of tasks, negotiation and conflict resolution
- Excellent written and oral communication skills
- Ability to work independently with great flexibility
- Superb organizational skills and attention to detail
- Ability to maintain strict confidentiality
- Excellent interpersonal skills
- Excellent computer skills
- Practicing Catholic in good standing with the Church

About the Employer

Holy Trinity Parish is a stewardship parish of 3,800 households in El Dorado Hills, California. The parish is located near Sacramento in the foothills of the Sierra Nevada, about a 90-minute drive from the Lake Tahoe resorts and two hours from San Francisco.

Holy Trinity Parish's purpose: *To proclaim the Gospel so that all will be one in Christ for the glory of God.* Its vision: *Holy Trinity Parish is a Catholic community forming missionary disciples who live as stewards committed to hospitality, prayer, formation and service.*