

# JOB DESCRIPTION

<b>DEPT:</b> Parish Ministry	<b>SALARY:</b>
<b>POSITION:</b> PARISH STEWARD	<b>FULL TIME</b>

## Supervisor:

**Job Summary:** In collaboration with the Supervising priest, the Parish Steward works with the Parish Pastoral Council, the Parish Finance Council and other committees of the parish in the same relationship as does a pastor. The responsibilities of the Parish Steward are detailed in the %Guidelines for the Appointment of a Parish Steward in the Diocese of Sacramento.+

## Duties and Responsibilities:

- Provide pastoral leadership for the parish.
- Lead the worshipping community in the ministry of worship and spirituality by:
  - A. Scheduling and coordinating the celebration of Mass and other sacraments in cooperation with priests and/or deacons.
  - B. Leading weekday liturgies of the Hours and of the Word with Communion.
  - C. Conducting wake services, Liturgy of the Word and Final Commendation when necessary.
  - D. Providing for implementation of the Order of Christian Initiation into the Church, for sacramental preparation, for pastoral care of the sick and dying.
  - E. Providing spiritual direction.
  - F. Promoting family life.
- Lead the Evangelizing community in the ministry of education and formation by:
  - A. Planning for and coordinates programs of education for all ages.
  - B. Providing leadership and vision for the continuing formation and education of adults, (e.g. Bible study and small Christian communities).
  - C. Coordinating the full range of evangelization efforts and programs.
  - D. Promoting social justice awareness within the parish and local community.

- E. Ensuring that all educational programs are in conformity with the Catechism of the Catholic Church.
  - F. Providing for the training of teachers and parents.
- Lead the Servant community in the ministry of spiritual and corporal works of mercy by:
    - A. Inviting people to reach out to all in need through family ministry, social action, social justice, bereavement assistance, and mutual care within the community, including assistance to the poor, the homeless and those who are physically, emotionally or spiritually needy.
    - B. Promoting unity in the parish, especially among the various ethnic elements of the parish, while recognizing the special gifts each brings to the parish.
    - C. Providing for the care of those in need at significant moments in their lives through pastoral presence, (e.g. weddings, sickness, death and tragedies).
  - Lead the Apostolic community by:
    - A. Promoting participation by each parishioner in parish life, evangelization and outreach.
    - B. Implementing the mission of the parish community to all age groups.
    - C. Providing for the formation and training of lay leaders in all areas of parish life.
    - D. Enabling the Parish Pastoral Council.
  - Provide for the Administration of Policy and Procedure by:
    - A. Making the entries required by Canon 535 in the sacramental and other registers of the parish promptly.
    - B. Implementing the Diocesan Guidelines for Parish Pastoral Councils.
    - C. Appointing members of the Parish Finance Council and keep them informed on progress of major capital projects.
    - D. Assuming responsibility for all financial record keeping. Developing a capital and operational budget.
    - E. Recruiting, supervising and evaluating all employees and volunteers. Providing support and development as needed.



F. Overseeing the maintenance of all buildings, grounds and plant operations. Developing an annual work plan consistent with the pastoral plan and budget of the parish.

- Participate in regional and diocesan meetings, programs and projects as requested by the Bishop, Vicars, Dean, etc.
- And all other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** A masters degree or its equivalent in pastoral ministry, theology, scripture, liturgy, or a closely related field of religious study.

**Experience:** Experience of three or more years in some phase of parish ministry (e.g., sacramental preparation, OCIA, catechesis, liturgy, spiritual direction, pastoral counseling).

**Skills/Knowledge:** Broad familiarity with liturgy, scripture, theology, both dogmatic and moral; social justice, spiritual direction, pastoral counseling, team ministry, canon law and tribunal processes, leadership development, administration, including budgeting and finance.

Familiarize oneself with all aspects of Diocesan policies and procedures for finances by studying the Parish Financial Management Handbook available online at the diocesan website [www.diocese-sacramento.org](http://www.diocese-sacramento.org).

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Employee Signature                      Date                      Supervisor Signature                      Date