

Roman Catholic Diocese of Boise
St. Paul's Catholic Community
Nampa, Idaho

JOB DESCRIPTION

POSITION:	Coordinator of Services for St. Joseph's mission
APPOINTED BY:	Pastor
RESPONSIBLE TO:	Pastor, Parish Business Administrator
COLLABORATES WITH:	Pastor, Parish staff and Councils
STATUS:	Part time; hourly approximately 12 hours a week

Position Purpose:

The Coordinator of services oversees Sunday services and religious education at St. Joseph's mission in Melba. Works as a liaison in coordination with the Parish Office at St. Paul's to support in furthering the ministry of the Church in Idaho in the Mission setting.

Nature and Scope:

The primary function of this position is to serve as aid to the Pastor and Parish Staff in fulfilling some of the mission tasks. In addition, the Coordinator of services will serve to coordinate volunteers to serve as catechists for the religious education program and coordinate weekend masses.

Required Education and Experience:

- High School Diploma or higher.
- Additional education including post-secondary education in Secretarial Science, Computer Applications, or Business Technology desirable.
- At least five years successful experience in a ministry setting.
- Familiarity with parish life or pastoral issues.

Required Knowledge, Skills and Abilities:

- Knowledge of business correspondence procedures.
- Demonstrated skill in communicating.
- Demonstrated organizational skill.
- Skill in operating various computer programs such as Microsoft Word, Outlook Express, Microsoft Excel, Publisher, and PowerPoint.
- Ability to work with computerized database systems.

- Ability to establish and rearrange priorities for timely completion of assignments.
- Ability to work well with co-workers, supervisors, and the general public.
- Ability to collaborate within and outside the Parish Office.
- Bilingual Spanish/English ability preferred, sensitive to a multicultural environment.

Personal Characteristics:

- Good interpersonal skills.
- Understanding of the Catholic Church and its teachings.
- Demonstrated ease in dealing with people, problems and crises; excellent interpersonal skills.
- Demonstrated emotional stability and self-confidence.
- Demonstrated Confidentiality skills.
- Recognized as organized, hard-working, responsible and careful.
- Experiences with people must demonstrate cooperation, compassion and caring.
- Demonstrated compassion for the poor and forgotten members of the community.
- Recognized as imaginative, open, curious, creative and intelligent.

Essential Duties and Responsibilities:

- **Public Relations**
 - Greet visitors warmly, and provide general information, and direct visitors or callers to appropriate contacts who can resolve their issue.
 - Place and return calls, as well as set up conference calls when necessary.
 - Sunday set up for Mass.
 - Follow established open and closing procedures of St. Joseph's mission.
 - Organize after mass hospitality.
- **General**
 - Coordinate schedule for the parish celebrations.
 - Coordinate communication materials.
 - Actively participate in the staff meetings and provide clear reports on upcoming events of which he/she is responsible.
 - Participates in continuing education and retreats to continue his/her own formation in ministry.
 - Works on personal formation, including any necessary certifications and continuing education.

Filing and recording

- File and record all correspondence.
- Registering of all sacraments happening in conjunction with the Parish office in the sacramental books.
- Type and send any sacramental records requested from the Parish.
- **Administration**
 - Maintain the calendar of events for the Parish.

- Coordinate the registration process, permission and medical forms for programs, retreats, Diocesan Events and service activities programed by the Parish.
 - Plan and coordinate, as requested by Pastor, parish missions, parish days of recollection and/or other parish activities.
 - Coordinate with Parish business office to order supplies when needed.
 - Coordinate to open facility for annual inspections.
 - Weekly facility checks and reports concerns to Parish Business office.
 - Seasonally monitor snow, sprinklers and need to landscape maintenance.
 - Attend mission finance meetings.
 - Monitor sound and security system.
 - Prepare announcements for weekend mass.
 - Oversee janitorial services.
 - Deliver Melba collection to parish safe on Sunday.
 - Pick up Bulletins from the parish office for Melba weekend masses.
 - Contact necessary vendor for outside landscape needs.
 - Coordinate with the Director of Religious Education to plan Religious education and youth ministry classes/activities.
- **Transcribing**
 - Coordinate with the parish office on Prayers of the Faithful, Pulpit announcements and, list of Mass intentions and that they be place in the churches on due time.
 - Provide secretarial assistance during meetings when requested by the pastor. Record and distribute minutes.
 - Type other general documents as requested.
- **Filing and recording**
 - Organize filing systems for Office. Update files, records and directories for the Parish.
 - Assures Prayers of the Faithful are ready for Sunday mass.
- **Miscellaneous**
 - Make appropriate contacts to notify members of meetings where requested.
 - Assist in other clerical functions as needed.
 - Perform other duties as assigned by the Pastor.