

## **January 16, 2025—Newsnotes Announcements**

**Welcome back and Happy New Year!**

### **Newsnotes submissions**

**For future reference, please plan all newsnotes submissions accordingly:**

The weekly Newsnotes newsletter is emailed to school parents, faculty, and staff Thursday mornings after 10 am. Event chairs should email any paragraphs explaining the event, photos, event flyers, section headers, etc. to Mrs. Reimer in the front office at [preimer@stpiousbowie.org](mailto:preimer@stpiousbowie.org). Newsnotes submissions are due by 12 noon on Monday for publication that Thursday. All items (including links) should be proofread prior to submission; entries are subject to editing. Thank you for your cooperation as we work together to keep the school community informed.

### **SPX CHURCH/PARISH—WEEKEND COORDINATOR JOB OPENING**

The role of the Weekend Coordinator is to create, plan, and manage the key elements required for a successful weekend experience at St. Pius X. The Weekend Coordinator's duties focus on managing the operation of the weekend Masses and working with all ministers, volunteers, and congregants to promote an "irresistible environment". Our irresistible environment presently includes the following elements: Worship, SLAM, Child Care, Greeters, Host Team, Weekend Maintenance, Info Desk, and Church Safety Committee. They must be present on all weekends before, during, and after Masses as well as Holy Days and other key worship experiences. This position is a total of 19 hours, non-benefits eligible, and reports to the Pastor.

#### **RESPONSIBILITIES:**

- coordinates with the presiders and ministry captains to ensure that all the liturgical ministers are serving in a quality environment that allows them to create an "irresistible environment" for all weekend churchgoers and guests
- works with the SLAM Coordinator, Child Care Coordinators, and their volunteers to ensure safe, clean, and efficient use of the facilities for all minors and their families
- responsible for the recruitment, training, scheduling, and ongoing formation of all liturgical ministers and weekend volunteers (including greeters, host team, cafe volunteers, info station, etc). Serve as a communications hub for ministry captains and volunteers including weekly communication to ensure all volunteer spots are filled each week.
- are able to step in and fill needed volunteer positions as needed

- is the contact person for visiting clergy
- orders all supplies needed for worship and sacraments (hosts, wine, candles, linens, etc.)

- communicates to the Facilities Manager in a timely manner any issues that require attention

(HVAC, lighting, plumbing, furnishings, etc.)

- monitors the flow, cleanliness, and functionality of all the buildings throughout the weekend

- at the conclusion of every weekend, evaluates the weekend, addresses concerns, and reports

back to the SLT on any issues that need attention

- be present at weddings, Confirmation, First Communion and other key worship experiences.

Will work with ministry captains and volunteers to ensure the smooth flow of worship.

- chairs the church safety committee

- is a member of the SLT - Senior Leadership Team - and will attend scheduled meetings and

fulfill duties assigned by the team. Will communicate regularly with the Pastor and team members regarding scheduling, planning, and issues of concern.

- Coordinates our Homebound Ministry
- Other duties as assigned by the Pastor

## EXPECTED RESULTS

- The Mass will be an irresistible and captivating experience.
- The weekend ministries will operate in an efficient manner to deliver an exceptional experience

for all churchgoers.

- Mass will function in a timely manner.
- Any emergencies are dealt with in a discreet and efficient manner.
- Ministries will work together.

## POSITION REQUIREMENTS

### EDUCATION

Bachelor's Degree (or work experience as agreed upon by Pastor)

### EXPERIENCE (desired)

Previous project management experience, human resource management and training

### LICENSES OR CERTIFICATIONS

Will need to become VIRTUS Compliant once hired

### COMPETENCIES

Build Relationships

Communicates Effectively

Understand and Support SPX Vision & Strategies

Delivers Results

Leads Effectively as a Manager

#### COMPUTER SKILLS

Computer proficiency

Google Work Suite (Gmail, Google Docs, etc), SignUpGenius, FlockNote

#### SPECIAL SKILLS & KNOWLEDGE AREAS (desired)

Event planning experience, conflict resolution, public speaking, and scheduling expertise

#### ACCOUNTABILITY

##### MINISTRIES FOR WHICH YOU ARE ACCOUNTABLE

All liturgical ministers (Altar Servers, daily Mass Sacristans, Lectors, Musicians & Cantors,

Extraordinary Ministers of Holy Communion, Art & Environment), the Host Team, Greeters,

Café Directors and Volunteers, Info Desk Volunteers, SLAM, Child Care, St. Pius X Senior

Leadership Team, Weekend Maintenance, Tech, Home Bound Ministry

##### INDIVIDUALS YOU SUPERVISE

Weekend Maintenance

Child Care Coordinator

##### WHO YOU REPORT TO

The Pastor

### **SPX School Yearbook**

SPX Parents, The Yearbook Needs Your Help!!!

Please share your photos taken from SPX events. Directions:

1) Go to the following link: [www.YBKpix.com](http://www.YBKpix.com) 2) Search for our school: St. Pius Regional School Bowie

3) Log in either by using your own username & password or use:

username: spxyearbookparents@gmail.com password: SPXYearbookParents. (Note the SPXY and P are all CAPS and the (.) on the end)

4) Click "SHARE YOUR PICTURES" on the upper Left corner

5) Tag your photo

6) Find the event folder or your child's grade level folder

7) Click or tap Upload your photo(s)