



DIOCESE OF DALLAS

PASTORAL CENTER	JOB DESCRIPTION
Position Title: Director of Parish Life Ministry	Department: Faith Formation/Parish Life
Reports To: Senior Director of Faith Formation	Date: October 2022
Classification: Exempt Non Exempt (Hourly) Non Exempt (Salaried)	Debbie Betz

General Summary of the Position

The Parish Life Ministry Director, under the direction of the Senior Director of Faith Formation, is responsible for the direction and coordination of all ministries under the office of Parish Life for St. Mark the Evangelist Catholic Church. These include ministries which celebrate, support, serve and empower the diversity of families within the parish. This position supervises the office of Parish Life which serve in the following ministries: Baptisms, Funerals, Marriages, Annulments, Grief Ministry, etc. (this is not an all-inclusive list). This is a full time 40-hour position that is exempt and therefore requires the individual to ensure the completion of their respective duties within a timely manner according to the parish's changing needs. The position may require substantial weekend availability. The purpose of this role is to ensure the parish vision, under the guidance of the Senior Director of Faith Formation, is observed and implemented in every facet of the Parish Life office.

Essential Duties and Responsibilities of the Position

- Present oneself with a disposition of service, respectfully aiding the office of Parish Life by serving as a director who is an active participant in their faith.
- Live in accordance to Catholic teaching and abiding by Church Canon Law by maintaining good standing.
- Direct and supervise the Parish Life staff in the coordination and planning of all formation and program development to fit the needs of parishioners, ministries, and the vision of the parish.
- Review and update programs and materials for all the ministries under the care of the Parish Life office.
- Keep active and timely communication with staff and volunteers as they come in including phone and email.
- Plan and facilitate weekly or bi-weekly department meetings to ensure that all projects are accounted for and any of their respective needs are addressed.
- Ensure the creation and implementation of a yearly schedule including all projects and ministries.
- Maintain the Parish Life webpages for baptism, marriage, funeral, and annulment ministries, updating as needed and maintaining up-to-date forms, payments, and links.
- Monitors department personnel to ensure through timesheets and ExponentHR and ensure that they are meeting the adequate number of hours for each pay period and that PTO hours and time off are accounted for.
- Supervise and oversee personnel within the office of Parish Life to ensure completion of tasks and implementation of programs.

- Coordinates with the Senior Director of Faith Formation to ensure that the mission of the parish is projected through the Parish Life Office.
- Conduct yearly evaluations for all Parish Life staff and collaborate to create yearly goals and assess suitability and progress.
- Co-create and assess yearly budget for Parish Life to reflect the needs of the office as well as the parish at large.
- Monitor and approve staff spending according to planned budget.
- Support volunteer leadership in specific areas of Parish Life office (i.e., Compassion ministry, Faith and Grief monthly gatherings, etc).
- Establish goals and objectives for the office of Parish Life and work collaboratively with parish staff to help promote programs, ministries and resources that edify the formation of families within the parish.
- Facilitate or coordinate ongoing formation for staff in respective fields.
- Attend mandatory meetings (i.e. staff and director meetings)
- To pursue continuing education in the field of family ministry, including marriage prep, grief ministry, through the Diocesan offices and /or national conferences.
- To work collaboratively with Diocesan efforts of parish life.
- Responsible for other duties, as assigned or deemed necessary by the Pastor.

Position Requirements

Knowledge, Skills and Abilities:

- Practicing Catholic living in accordance to Church teaching
- People skills for greeting and assisting others with sensitivity as the role will require a person to be able to have tact and charitable words to those undergoing grief and or stressful moments such as marriage preparation.
- Experience working with families and couples.
- Bachelors' degree or 5 years of related work experience required
- Dependability, flexibility, team player mentality, willing to be contacted should needs arise outside of scheduled working hours.
- Communication skills – (returning calls and email responses in a timely manner)
- Proficient computer skills, including Microsoft Outlook, Excel and Word.
- Knowledge of sacramental preparation and programming.
- Willingness to work and or learn programs that include Exponent HR, Mass Intentions Online (for scheduling rooms)
- Ability to handle workload and deadlines with flexibility and adaptability to the specific needs of the office and the needs of parishioners.

Preferred Qualifications:

- Bilingual (Spanish-English)
- Experience supervising volunteers is preferred
- Experience in Church ministry is preferred