



Sisters of Charity of Nazareth
Job Description

Job Title: Pastoral Administrator of St. Vincent Church

Exempt (Y/N): Yes

Department: St. Vincent Church

Reports to: VP- Western Province

Date: 2020

Wage Range: E-3

Summary/Objective: The Pastoral Administrator of St. Vincent Church has general responsibility for liturgical and other celebrations that occur in the church, for its environment, management and its uses by various groups. The Pastoral Administrator, in carrying out leadership responsibilities, does so realizing that the heart of the position is pastoral.

Essential Functions:

- Schedule all Liturgical Services which include:
 - Daily Mass and intentions for which Masses are offered.
 - Communal Anointing of the Sick
 - Communal Reconciliation Services
 - Coordinating the communication, planning and carrying out of all funeral services.

- Coordinate the scheduling/monitoring of the following:
 - Lectors, Altar Servers, Eucharistic Ministers, Weekly Reflectors, Intercessory Prayers and Gift Bearers for daily Mass

- Prepare operating budget for department.
- Provide oversight and assistance to the Sacramental Moderator, Organist and Sacristan and the Choir needs for planning/leading in absence of Choir Director.
- Serve as contact person for all outside groups requesting to use or tour the church.
- Serve as contact person for Eucharistic celebrations, which requires planning and communication such as Jubilees and group reunions.
- Provide timely ordering of all supplies needed for liturgical celebrations including updated materials to assist lectors, music planners, reflectors and those who do Intercessions.
- Update liturgical booklets for Holy Week and Easter.
- Prepare publication and distribution of the Mass Schedule, Sacraments of Anointing and Reconciliation.
- Make requests to Maintenance Department or Housekeeping for issues requiring their assistance.

- Provide for the needs of residents in Carrico Hall who request Communion in their room, or need support due to illness/transition of any kind.
- Other duties may be assigned.

In addition to the above requirements, it is also your obligation as an employee to understand and uphold the mission, charism, values and language of the Sisters of Charity of Nazareth.

Qualification Requirements: To perform this job, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

- Ethical Conduct
- Confidentiality
- Leadership
- Attention to Detail
- Ability to take Initiative
- Planning and Organization

Supervisory Responsibility: This position has the supervisory responsibilities of the staff in Pastoral Administration.

Education/Experience: Bachelor's degree, (Relevant advanced degree helpful); previous experience coordinating volunteers preferred. Ability to articulate the SCN Mission well, knowledge of various types of computer software, including Microsoft Word and Excel. Must have experience working with elderly population.

Licenses/Certificates: N/A

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, you may be required to open filing cabinets and bend or stand as necessary. This position requires standing, walking, bending and kneeling. The employee may frequently lift and/or move items up to 15 pounds.

Work Environment: This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, laptops and smartphones.

Position Type/Expected Hours of Work: This is a Full Time, Exempt position.

Travel: Travel is not expected for this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____