

JOB DESCRIPTION

Position: Director of Hispanic Ministry

St. Leo Catholic Church

Note: This position will involve work on nights and weekends according to the pastoral need

Name of Employee:

Status: Part Time (10 hours/week) Stipend \$10,000/year

Performance Review: This position will be evaluated annually

Reports to: Pastor

Primary Function

The Director of Hispanic Ministry at St. Leo Catholic Church provides pastoral support, sacramental coordination, liturgical planning, and community engagement for Spanish-speaking parishioners. This position serves as a bridge between the Hispanic community and the wider parish, ensuring all are integrated into the life of the Church. The role includes collaboration with parish staff, communication across language barriers, and promotion of cultural and spiritual celebrations that honor the traditions of the Hispanic Catholic community.

Minimum Qualifications

- Practicing Catholic in good standing
- Organizational skills
- Ability to build coalitions and develop and maintain strong professional relationships;
- Fluent in Spanish and English
- Interpersonal skills and written and oral communication skills
- Trained catechist or equivalent

Key Responsibilities:

1. Collaboration with Parish Staff

- Attend all regular staff meetings and planning sessions (including annual, Holy Week, and Christmas planning).

- Share updates from Hispanic Ministry and communicate needs or issues from the Spanish-speakers.
- Ensure mutual awareness of major events between English and Spanish-speaking parishioners.

2. Calendar Coordination

- Maintain and update ministry events in the parish-wide Google Calendar.
- Coordinate with Fr. Josh and parish staff to prevent scheduling conflicts.
- Communicate upcoming parish-wide and Hispanic Ministry events to the entire community.

3. Sacramental Preparation

- Support the Director of PSR by communicating with Spanish-speaking parents and assisting with sacramental preparation for out-of-sequence candidates.
- Prepare families and individuals for baptisms and quinceaneras.
- Collaborate with the parish OCIA group in order to ensure that Spanish-speakers are able to be properly prepared to come into full communion.
- Place sacramental information in the priest sacristy on the counter before sacramental events.
- Ensure records are complete, accurate, and up-to-date for all sacraments celebrated in Spanish.

4. Event Planning and Execution

- Lead and execute three major events annually:
 - Our Lady of Guadalupe
 - Novena to Our Lady of Guadalupe
 - Las Posadas
- Assist with bilingual events and promote participation among both English and Spanish-speaking parishioners.

5. Communication and Language

- Maintain regular communication via parish-issued email and individual cell phone.
- Ensure accurate and timely sharing of information through bulletin submissions, announcements, flyers, and digital messages.

6. Record Keeping

- Register Hispanic parishioners and maintain sacramental records in parish books.
- Prepare and distribute sacramental certificates and notify parishes of baptism when needed.
- Ensure all required liturgical paperwork is prepared and available before the sacrament is celebrated.

7. Pastoral Ministry & Welcoming Spirit

- Embody a welcoming, pastoral presence that reflects the teachings of Christ and the values of the Catholic Church.
- Prioritize hospitality and inclusion in ministry, liturgy, and interpersonal interactions.

8. Budget and Supplies

- Collaborate with the Office Manager to manage budgets and submit supply or expense requests for:
 - Hispanic Ministry materials
 - Office supplies
 - Mass supplies
 - Travel expenses

9. Diocesan Collaboration

- Maintain regular contact with the Diocesan Office of Hispanic Ministry.

10. Other Duties as Assigned

- Carry out special tasks at the request of the pastor in collaboration with the parish liaison.

- Support parish-wide initiatives and contribute positively to team goals.

Physical Requirements

Given the nature of the requirements of the position, this is not a remote position. Work is normally conducted in the Newman office or parish space.

The job characteristics described here are those that must be met by an employee to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally be required to climb stairs, balance, stoop or kneel. The employee must frequently lift and or move up to 20 pounds.

Employee Acceptance and Acknowledgment

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date