



Job Description

Position: Parish – Hispanic Minister Coordinator

Status: _____ Full Time _____ Part Time
_____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

This position assures the development and implementation of a comprehensive, integrated vision of Hispanic ministry in the parish.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Baptized member of a Catholic parish faith community.
- Commitment to the Mission of the parish
- Bachelor's degree or equivalent in theology, pastoral ministry, religious education or related field
- Demonstrated commitment to Hispanic ministry
- At least 3 years successful parish pastoral work experience
- Ability to work collaboratively with staff and volunteers
- Able to honor and maintain confidentiality
- Demonstrated successful ability to plan and organize small and large events
- Demonstrated ability to recognize and honor diversity within the parish community
- Bilingual and Bicultural (Spanish and English)
- Flexibility and availability to work evening and weekend hours
- The ability to successfully complete a criminal history and background check

Primary Duties and Responsibilities:

- Oversees the development and implementation of a parish plan for Hispanic ministry. Incumbent collaborates with pastor and other pastoral ministers to assure this plan is integrated into all aspects of parish life. Components of the plan include but are not limited to: welcoming/hospitality ministry; sacramental preparation; liturgy and music; religious

education/faith formation; youth ministry; migrant ministry; evangelization; cultural understanding and integration.

- Coordinates volunteer opportunities and involvement for Hispanic members of the parish. Incumbent establishes and maintains effective relationships with parishioners and participates in all major programs opportunities sponsored by the parish.
- Serves as pastor's delegate to designated meetings, boards, commissions, and/or Councils.
- Assures the annual office budget for Hispanic Ministry is prepared and implemented in a timely and effective manner.
- Maintains a current level of knowledge and skills required for this position. This is accomplished through reading, attending appropriate workshops, etc. and participating in professional organizations as approved.
- Performs other duties as requested by the Pastor

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

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