

Saints Joseph and Paul Catholic Church Parish Life and Stewardship Coordinator

Saints Joseph and Paul Catholic Church in Owensboro, KY has a job opportunity for a Part-Time *Parish Life and Stewardship Coordinator*

PRIMARY FUNCTION:

The Parish Life and Stewardship Coordinator reports directly to the Pastor and carries out their duties under the Pastor's general direction and guidance. The minister assists the multi-cultural parish with enabling all ministries to function effectively. As a person of faith committed to Gospel values and responsible management of resources, helps the parish fulfill its mission.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in related field, or Associates Degree with minimum 3 years' experience preferred.
- Baptized member in good standing with the Roman Catholic Church.
- Understanding of and commitment to the theology of stewardship.
- Excellent oral, written and electronic communication skills.
- Computer competence. (e.g., Microsoft Office, Publisher)
- Possess planning, management, relationship, and communication skills with the ability to utilize these skills in a pastoral manner.
- Facilitating and consulting skills.
- Good leadership skills.
- Ability to work with others in a collaborative style.

EXPECTATIONS:

- Is an example of stewardship and able to lead others to share their time, talent and treasure thus embracing their baptismal call.
- Familiar with the norms of canon law regarding the temporal goods of the Church.
- Knowledgeable of scripture, ecclesiology, pastoral theology, and ministry in order to provide a context for decision-making.
- Knowledge of safety and security issues.
- Knowledge of parish systems in relation to diocesan systems.
- Knowledge of the informal networks of communication and influence within the parish.
- Able to conduct a needs assessment.
- Flexibility and availability to work evening and weekend hours.
- The ability to successfully complete a criminal history and background check.

Contact Details:

Saints Joseph and Paul Catholic Church is an equal opportunity employer. All interested applicants may submit a resume and cover letter to:

Email - Fr. Jean René Kalombo - kalombojr@yahoo.com