

PARISH LIFE COORDINATOR

POSITION ANALYSIS

A Parish Life Coordinator is one appointed by the Archbishop, in accord with Canon 517.2 to work collaboratively with a parish community in order to:

1. Establish a Catholic presence in a recognized leadership role;
2. Witness to shared responsibility of clergy, vowed religious, and laity in the Church as encouraged by Vatican II and the Code of Canon Law;
3. Provide for the pastoral, spiritual, and administrative care of the parish;
4. Recognize and utilize the variety of gifts present in a parish;
5. Provide an alternative model of Church;
6. Participate in ecumenical and ministerial associations and dialogues (not part of c. 517, but strongly recommended.)

Recognizing that the administration of the Sacraments requires the ministry of an ordained priest, a Priest Moderator will be assigned to work in cooperation with the Parish Life Coordinator.

The following Position Analysis assumes that the implementation of the outlined responsibilities is impossible for one person and would be appropriately delegated to other persons. A significant gift of leadership is the ability to delegate. Furthermore, the specific job description based on the general description is developed in each parish.

ACCOUNTABILITY and APPOINTMENT:

The Parish Life Coordinator is to:

- be assigned by the Archbishop to implement the vision and mission of the local Church after recommendations are made by the Vicar for Priests, Religious, and PLCs following his interviews with qualified applicants;
- have appropriate responsibilities and authority delegated;
- be accountable directly to the Priest Moderator;
- be responsible to develop and/or maintain the Parish Mission Statement.

MINISTRY of EDUCATION:

The Parish Life Coordinator is to be responsible for seeing that the necessary personnel, structures and procedures are established:

- to proclaim the Good News to all through efforts in evangelization;
- to enable children, youth and adults to grow in the faith through life-long religious education and Catholic schooling, where appropriate;
- to foster lay leaders in education and provide training, encouragement and enthusiasm for the proclaiming/teaching mission of the parish, especially the training and support of catechists;
- to work with the Parish Board of Education and provide appropriate assistance and direction;
- direct or assist with all stages of the catechumenate process.

MINISTRY of PRAYER and WORSHIP:

The Parish Life Coordinator is responsible for:

- arranging for the regular celebration of the Eucharist;
- conducting Communion services when Communion services are permitted;
- following the Archdiocesan guidelines of speaking at Mass if not ordained;
- overseeing administration of the Sacraments of Baptism, Confirmation, Matrimony, Anointing, Eucharist, Reconciliation, and also funeral planning. Adequate preparation programs should be provided in reaching out to the sick and shut-ins with prayers and sacraments.
- maintaining communication with and supporting the Sacramental Minister;
- including the Moderator and Sacramental Minister in community life where possible;
- seeing that people receive assistance in developing their personal prayer lives;
- recruiting and training for liturgical ministers, lectors, cantors, Extraordinary Ministers of Holy Communion, musicians, etc.
- seeing to the coordination of preparation and planning for the major feasts and seasons, especially Advent/Christmas, Lent/Holy Week/Easter;
- seeing that the parish Liturgy Committee receives appropriate assistance and direction.

The PLC is an ex officio Extraordinary Minister of Holy Communion for the duration of his/her appointment.

MINISTRY of PASTORAL SERVICES:

The Parish Life Coordinator:

- personally fosters community through pastoral availability, witness and presence;
- wherever possible, lives within the community also as a witness;
- sees that appropriate people, committees and resources are provided to build community and to provide opportunities and events when parishioners can come together to get to know one another;
- sees that people are welcomed in the parish;
- strives to build a spirit of community within the parish;
- sees that assistance is given to the poor, the needy and the homeless by establishing structures and committees to deal with emergency services;
- sees that the parish community is encouraged to participate in outreach to others and is sensitive to social justice issues by ongoing social justice education on all parish levels, not an adjunct but a Gospel based charge and trust;
- arranges for and/or provides appropriate counseling and crisis intervention services;
- assists or arranges for assistance to those seeking canonical advice and services from the Metropolitan Tribunal;
- provides consistent support to sick, shut-ins, and grieving persons in the parish.

MINISTRY OF ADMINISTRATION:

The Parish Life Coordinator is responsible for:

- effective communication and collaboration among staff, pastoral council and committees;
- holding regular staff meetings;
- clear understanding of canonical requirements of administration and represents the parish in their juridical affairs;
- hiring and supervising parish staff;
- administering the financial aspects of the parish or supervising the staff person who is responsible for this area, i.e., bills, reports, records, collections;

- coordination of the annual planning/budgeting process;
- understanding of and commitment to Archdiocesan policies;
- working with the parish council and finance committee, seeing that stewardship is properly carried out;
- making sure that parish facilities and buildings are properly maintained and cared for;
- arranging parish schedules and providing for weekly bulletin;
- providing for facilitation of all parish activities and programs;
- providing for sacramental and other legal record keeping;
- relating where appropriate with parish or Deanery Board of Education and Deanery Pastoral Council.

ARCHDIOCESAN INVOLVEMENT:

The Parish Life Coordinator is responsible for:

- membership in Deanery councils and cooperation with neighboring churches in providing services and programs as needed and appropriate;
- participation in the Deanery Pastoral Council;
- participation in other Archdiocesan and deanery activities;
- attending Deanery and Archdiocesan meetings and pastoral personnel, recognizing both the right and need for occasional meetings of clergy.