

ARCHDIOCESE OF INDIANAPOLIS  
Parish Life Coordinator Application  
Position Descriptions

**1. PARISH LIFE COORDINATOR**

- 1.1 The Parish Life Coordinator is understood to hold a canonical office in accordance with Canon 145 with all its rights and obligations.
- 1.2 The Parish Life Coordinator is also understood to cooperate in the exercise of the power of governance in accordance with Canon 129, 2.
- 1.3 The Parish Life Coordinator is responsible and accountable to the Priest Moderator and the Archbishop in managing the pastoral affairs of the parish. c. 517.2, c. 1279, c. 1282.
- 1.4 The Parish Life Coordinator is appointed at the discretion of the Archbishop for a designated period of time.
- 1.5 The Parish Life Coordinator is ex-officio a member of the parish council and the parish finance council and is to preside over both councils in accordance with the norms of Canons 536 and 537. The Parish Life Coordinator is empowered to carry out all ordinary acts of administration in accordance with Archdiocesan guidelines. Extraordinary acts of administration also require approval of the Priest Moderator and the Archbishop.
- 1.6 The Parish Life Coordinator can preside over liturgical prayers in accordance with the norm of Canon 230.3.
- 1.7 The Parish Life Coordinator can distribute the Eucharist in Church or outside of it in accordance with the norm of Canon 230.3.
- 1.8 The Parish Life Coordinator is empowered to administer the Sacrament of Viaticum in accordance with Canon 911.2.
- 1.9 The Parish Life Coordinator is granted faculties for Exposition and Reposition without Benediction of the Most Holy Sacrament in accordance with Canon 943.
- 1.10 The Parish Life Coordinator is empowered to administer the approved sacramentals in accordance with Canon 1168 (i. e., Imposition of the blessed ashes on Ash Wednesday, the blessing of throats on the Feast of St. Blaise).
- 1.11 The Parish Life Coordinator has the responsibility of maintaining the parish sacramental records and is empowered to issue authentic sacramental certificates. c. 535.1, 2, 3.
- 1.12 The Parish Life Coordinator is to recommend to the local ordinary persons to serve as Extraordinary Minister of Holy Communion in accordance with Canon 230.3.

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- 1.13 The Parish Life Coordinator is understood to have the responsibility of fulfilling the teaching ministry in accordance with Canon 528.1, which includes catechesis, sacramental preparation, etc.
- 1.14 The Parish Life Coordinator has the responsibility of visitation of the parish, especially visiting the sick, attending to the poor, lonely, and displaced in accordance with Canon 529.2.
- 1.15 The Parish Life Coordinator has the responsibility to promote the role of the laity in accordance with Canon 529.2.
- 1.16 The Parish Life Coordinator has the responsibility to promote marriage and family life in accordance with Canon 1063 through Canon 1072, which includes filling out pre-nuptial inquiry forms, petitioning for matrimonial dispensations, conducting the pre-marriage inventory, assigning the engaged couple to a sponsor couple or to Engaged Encounter, participating in the Evenings for the Engaged, etc.
- 1.17 In order to assist with the ministry to the divorced and/or re-married, the Parish Life Coordinator is empowered to act as auditor to gather testimony in marriage annulment/dissolution cases in accordance with Canon 1428.
- 1.18 The Parish Life Coordinator must maintain the parish archives in accordance with Canon 535, 4, 5.

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**2. THE PRIEST MODERATOR**

The Priest Moderator is appointed by the Archbishop in accordance with the norms of Canon 517.2, and he has the responsibility to supervise the pastoral care and administration of the Parish Life Coordinator. Therefore, the Priest Moderator's duties include the following:

- 2.1 To see to it that sufficient understanding of their roles exist between the Parish Life Coordinator and the Sacramental Minister (where this person is other than the Moderator);
- 2.2 To be available for information, advice, clarification and moral support when needed;
- 2.3 To communicate regularly with the Parish Life Coordinator regarding the care of the parish;
- 2.4 To oversee and support the work of the Parish Life Coordinator;
- 2.5 To be knowledgeable of the Archdiocese, Deanery and the local area under his supervision.
- 2.6 It is understood that the Priest Moderator will devote special care and attention to the parish entrusted to the care of the Parish Life Coordinator and visit said parish as often as conveniently possible to insure that all of the pastoral responsibilities are being fulfilled.
- 2.7 The Priest Moderator is appointed by the Archbishop at his discretion for a definite or an indefinite period of time.

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**3. THE SACRAMENTAL MINISTER**

- 3.1 The Sacramental Minister is usually assigned for no less than two years.
- 3.2 The Sacramental Minister is responsible for carrying out archdiocesan liturgical and sacramental policies and regulations as promulgated by the Archbishop. He is responsible to the Parish Life Coordinator in fulfilling parish liturgical and sacramental needs.
- 3.3 The Sacramental Minister has the responsibility of offering the Mass for the people mentioned in Canon 534.
- 3.4 The Sacramental Minister is to develop a good working relationship with the Parish Life Coordinator and is part of other parish life wherever appropriate.
- 3.5 The Sacramental Minister works closely with the Parish Life Coordinator and the parish Liturgy and Education Committees so that the ministers understand parish sacramental needs and style so that the parish is sensitive to the ministers' possibilities and style. This also includes the celebration of Baptism, Reconciliation, Matrimony, and Anointing of the Sick. Where possible, provision for emergency needs is to be provided.
- 3.6 The Sacramental Minister is to meet with the Parish Life Coordinator and/or Liturgy Committee, especially regarding special liturgies or seasonal liturgies, to plan and/or prepare for these liturgies.
- 3.7 In the event of a conflict between the Parish Life Coordinator and the Sacramental Minister, the ordinary arbitrator would be the Priest Moderator.
- 3.8 A description of the specific responsibilities of the Sacramental Minister will be developed by mutual agreement of the Sacramental Minister and the Parish Life Coordinator.