

***St. Mary Magdalen Parish, Altamonte Springs, Florida
Diocese of Orlando***

Job Title: Pastoral Associate for Mission Effectiveness

Parish: St. Mary Magdalen Catholic Community, Altamonte Springs, FL 32701 (Diocese of Orlando)

Reports to: Pastor

Closing Date: October 19, 2018

Contact: humanresources@orlandodiocese.org

FT/PT: Full-time, Exempt

Physical Address: 861 Maitland Avenue Altamonte Springs, FL 32701

Brief Description of Job of Pastoral Associate for Mission Effectiveness

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St. Mary Magdalen Catholic Community is actively seeking a Pastoral Associate for Mission Effectiveness who assist the pastor through the effective administration of the areas of finance, personnel, facilities, computers, stewardship & development, communications, public relations in the parish and school. The Pastoral Associate, together with the Pastor, Parochial Vicars, Principal, Steward for Temporal Affairs and the Facilities Director forms the core Management team that ensure that the pastoral and administrative and stewardship needs of the parish are sustained. This position serves as the chief of staff and stewardship.

Responsibilities include, but are not limited to:

- Administers the preparation of comprehensive budgets, including revenue and expense projections, in collaborations with the pastor, Steward for Temporal Affairs, ministry stewards Pastoral Council and finance Council.
- Provides assistance to the school principal and school commission in developing and implementing policies of the parish as they related to the school.
- Oversees the development and administration of personnel policies for the parish.
- Serves as chief of staff for all entities. Assists pastor in hiring, evaluating and terminating, if necessary, all pastoral/ministerial positions. With the pastor co-supervises the lay pastoral members of the staff.
- Manages the compensation system for the parish with the exception of staff in the school & ELC.
- Assures parish stewardship & development plans.

- Works with Steward for Temporal Affairs, oversees all stewardship campaigns and collections for the parish and Diocese, including Sacrificial Giving, Annual Our Catholic appeal, Capital campaigns etc.
- Oversees the Direction of Time, Talent & Evangelization within the parish.
- Assures that evangelization efforts are planned and implemented; providing a system for increased efforts in evangelization (both one on one and using multi-media), mass attendance and implementation of a welcoming process.
- Creates, implements and maintains an up to date communications plan to include bulletin, parish newsletter, web site, pulpit announcement, social media ,etc.
- Serves as the Resource Director for Crux-Message Series planning Team.
- Works with Facilities Director as necessary to identify major capital purchases; schedule use of parish facilities and ensure all liability and maintenance needs are coordinated; prepare, administer and communicate a parish security policy.
- Assures the availability of information and referral services by the parish for faith formation services.
- Assures the Religious Education programs developed for parishioners are consistent with Diocesan and Universal Church norms.
- Assists in all long-range planning efforts for the entire parish community.
- Serve as the liaison between the parish and the various social outreach services and organization in the parish and community in the absence of the Steward for Corporal Works of Mercy.
- Attends staff meetings and serve as staff resource to the Pastoral Council, Finance Council, Stewardship Council, Pastor's Coordinating Team and other councils, commissions and committees as appropriate.
- Maintain an awareness of liability and litigation procedures and ability to respond to federal, state/local laws.
- Maintains confidentiality in all areas of responsibilities as required.

Minimum Qualifications:

The successful candidate will possess the following:

- Bachelor's Degree such as Business Administration, Accounting or Finance required as well as a Masters in Pastoral Ministry (or related degree) when supervising pastoral staff.

- Demonstrated leadership ability based on 8-10 years of experience in business management.
- Requires proven multi-tasking capabilities.
- Must possess a heightened sense of confidentiality and a strong sense of respect for and knowledge of the Roman Catholic Church.
- Must be able to work well with various personalities within the Catholic Church.

Application Instructions:

Qualified applicants may submit a cover letter, resume, and completed **Employment Application** to ***Theresa Simon, Senior Director of Human Resources, Diocese of Orlando.***

- humanresources@orlandodiocese.org
- 50 E. Robinson Street, Orlando, FL 32801
- FAX: (407)246-4844
- No phone calls, please