

ST. EUGENE PARISH

PARISH LIFE MINISTER

Position Description

The Parish Life Minister serves as lay staff member of the parish and directs the parish's efforts to engage parishioners in a Stewardship Way of Living, a critical component of St. Eugene Parish. The Minister has responsibility for the coordination of an encompassing culture where parishioners freely and gratefully give of their time, talent, and treasure in thanksgiving for the blessings bestowed upon them by God.

This is a part-time position, approximately 30 hours per week, with a salary of around \$30,000 annually and a compensation package including benefits. To apply, please submit to a cover letter and resume to the parish office or contact Parish Council Chair, Rick Lober rick0215@charter.net, Pastor Patrick Cahill, father@steugene.org or Parish Administrator, Mechelle Kobar, churcheugene@steugene.org / phone 828-254-5193.

Duties and Responsibilities

Administration

- Responsible for the coordination of parish ministries and special events.
- Work with the Pastor, Deacons, lay parish staff, ministry leaders and parishioners in a manner that fosters mutual respect, teamwork, and communication.
- Coordinates with Asheville Catholic School staff and Faith Formation staff to facilitate participation of youth in parish ministries and activities.
- Coordinates the overall plans and policies developed by the Pastor, staff, Pastoral and Finance Councils. Works with staff, ministries, and other lay leadership to establish and implement parish policies, as directed by the Pastor.
- Assists Pastor in developing messaging and assists in providing effective public relations/communications with the parish and greater community. Creates, implements, and maintains an up-to-date communications plan to include bulletin, web site, Mass announcements, social media, direct mail, etc.
- Ensures implementation of short-term and long-term planning of the parish.
- Maintains confidentiality in all areas of responsibilities as required.

Stewardship

- Responsible for promoting stewardship by proactively planning, organizing, staffing, and managing stewardship as a way of life at St. Eugene Parish.
- Responsible for ensuring that the theology of stewardship is integrated into all development and formational efforts of the church and in all its ministries.
- Coordinates all marketing and communication efforts in the parish regarding stewardship.
- Empowers laity into service in the parish, organizes and coordinates with stewards to meet the needs of the parish community, serves as professional resource for ministries, and oversees supervision of all ministries of the parish.
- Provides advice to Pastor, staff, Pastoral Council and parishioners regarding stewardship activities.

Evangelization

- In collaboration with the Pastor, Deacons, staff and lay ministers builds a series of evangelization programs across the parish to promote active parishioner engagement and personal conversion.

Develop approaches to engage parishioners, inactive Catholics, and others in the hearing the Good News so that all can decide to follow Christ and become missionary disciples.

Researches and develops ways to better engage inactive and prospective parishioners.

- Qualifications:

- Bachelor's or Associate's Degree and a minimum of three years' experience in directing or coordinating teams.
- Demonstrated commitment to stewardship as a way of life.
- Commitment to ongoing ministry development.
- Skilled in decision-making, delegation of tasks, and working with others.
- Excellent written and oral communication skills.
- Ability to work independently with great flexibility.
- Superb organizational skills and attention to detail.
- Ability to maintain strict confidentiality.

- Excellent interpersonal skills.
- Excellent computer skills.
- Bi-Lingual Preferred but not required.
- Practicing Catholic in good standing with the Church.

About the Employer

- St. Eugene Parish is a stewardship parish of approximately 1,500 households located in beautiful Asheville, North Carolina. The parish is a growing community, and the parish campus includes Asheville Catholic School.

