



Good
Shepherd
♦ ROMAN CATHOLIC PARISH ♦

Parish Life Coordinator

Good Shepherd Parish

Primary Functions: The Parish Life Coordinator provides comprehensive administrative, and operational support to ensure the smooth day-to-day functioning of **Good Shepherd Parish**. This role integrates office administration, sacramental record-keeping, facilities coordination, fundraising and event management. The position requires strong organizational skills, attention to detail, and the ability to manage multiple priorities while collaborating with parish staff, clergy, and volunteers.

FLSA Status: Non-Exempt, Hourly

Schedule: Part Time

Hours: 20-30 hours per week

Hourly Rate: Starting at \$22.00 per hour, commensurate with qualifications and experience.

Reports To: Pastor (with collaboration from Chief Financial Officer/Chief Operating Officer)

Key Responsibilities:

1. Office & Administrative Support

- Manage parish office operations including reception, phones, mail handling, supplies and scheduling
- Prepare parish announcements, communication material & provide information for weekly bulletin
- Maintain parish calendars and coordinate with volunteers for events and liturgical needs
- Maintain parish websites, social media and databases (parishioner registrations, donations)
- Attend family of parishes meetings as requested
- Supervise volunteers

2. Sacramental Records and Evangelization

- Maintain sacramental registers (Baptism, Communion, Confirmation, Marriage, Death)
- Prepare certificates and sacramental programs
- Assist the Director of religious education
- Coordinate with families and clergy for baptisms, funerals and burials
- Coordinate and maintain parish records related to VIRTUS and other applicable diocesan Safe Environment requirements.
- Review all new ministries requests with the Pastor and update ministry offerings as they occur
- Collaborates with pastor, priests, deacons and appropriate councils to communicate parish activities
- Attend meetings (Occasional evening or weekend work may be required)

- Assist Pillar groups with their assigned activities

3. Facilities & Regulatory Compliance

- Coordinates inspections (fire extinguishers, health department, insurance etc.)
- Coordinate parish compliance with applicable diocesan, state, and local requirements relating to permits, raffles, fundraising activities, and events, under the direction of parish leadership and appropriate diocesan personnel.
- Track and maintain inventories of office and liturgical supplies
- Assist parishioner groups in the use of parish facilities

4. Fundraising & Events

- Support major parish fundraisers (raffles, dinners, pot luck nights)
- Create flyers, online forms and track reservations/attendance
- Manage raffle ticketing, permit applications and required municipal filings
- Promotes program and events using digital and print media, including email, website, bulletin notices, flyers, posters, social media and diocesan newspapers

5. Other

- Visibly engaged at parish events
 - Fosters positive public relations in and outside the parish.
 - Creates operating procedures for each aspect of the position.
 - Document existing procedures and identify opportunities for standardization.
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Qualifications

- Practicing Catholic in good standing, with knowledge of and commitment to the mission and values of the Catholic Church, strongly preferred.
- Bachelor's degree in business, theology, nonprofit administration, communications, or a related field preferred; an equivalent combination of education, training, and relevant experience will be considered.
- 3–5 years of experience in administration or office coordination.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook); experience with PDS Software preferred.
- Strong organizational, communication, and interpersonal skills.
- Ability to multitask, prioritize, and work independently.
- High degree of confidentiality and integrity.

Physical & Ergonomic Requirements

- This position regularly requires sitting, standing, walking, bending, and occasional lifting and moving of office, event, or liturgical supplies.
 - The employee must be able to perform the essential functions of the position, with or without reasonable accommodation.
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Note

This job description is intended to describe the general nature and level of work performed by the employee. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties and responsibilities may be modified or additional duties assigned as

parish needs evolve, provided such duties are consistent with the general nature and purpose of the position. Work hours will generally range from 20 to 30 hours per week. Occasional evening or weekend work may be required. All hours worked must be accurately recorded, and any work beyond the regularly scheduled hours must be approved in advance by the Pastor or CFO/COO.