

*Position Description***Job Title: Director of Stewardship and Development****Ministry/Department: Stewardship and Development****Primary Reporting: Pastor****Secondary Reporting: Discipleship Commission, Pastoral Council & Finance Council****GENERAL DESCRIPTION**

This position's purpose is to collaborate with the Pastor, parish and staff in implementing the mission of the parish. Develops, implements, and oversees all aspects of stewardship within the parish and school and educates parishioners' in stewardship concepts, challenges them to integrate stewardship into their daily lives, engages them to be active, full and conscious participants in the parish, and encourages them to be generous in the sharing of their financial resources. This will be accomplished through the active engagement in the areas of discipleship, stewardship, and development.

**Principle Duties and Responsibilities:** The purpose of this position is to provide guidance and support to the parish in developing mature disciples who will make conscious, firm decisions, carried out in action to be followers of Jesus Christ.

**STEWARDSHIP EDUCATION AND FORMATION:**

- Lead Stewardship educator providing leadership training to volunteer ministries and staff
- Responsible for conducting the annual Stewardship Renewal Process
- Cultivate a list of lay Witness Speakers
- Timely recording of Time and Talent offerings
- Timely acknowledgment of pledges and gifts as needed
- Collaborate and act as resource for the Religious Formation, School and Preschool in the development of Stewardship formation programs
- Coordinate and maintain a Master Stewardship Calendar to insure timeliness

**MINISTRY RECOGNITION AND AWARENESS**

- Produce and keep up to date the Parish Ministry Guide Booklet
- Provide key recognition of volunteers and successful events
- Develop ministry profiles to explain ministries and encourage volunteer participation
- Provide bulletin updates on ministry opportunities to Bulletin Editor

**COMMUNICATIONS:**

- Write regular stewardship education articles and updates for bulletin, blog, website, and social media, etc.
- Coordinate the production of the Advent and Lenten Newsletters
- Provide event announcements for bulletin, bulletin boards, and electronic sign,
- Coordination with staff members in charge of website, blog, social media, etc.
- Coordinate with contributing staff in the production of the annual Stewardship and Finance Report
- Point of Contact to all print and radio media sources
- Coordinates the collection of pictures for parish and school events for websites and publications

## St. Columbkille Catholic Church

### *Position Description*

#### VOLUNTEER COORDINATION:

- Assist volunteers to discern their gifts and find a way to activate their talents
- Timely reporting of new volunteers to ministry heads
- Follow up with Ministry Heads to ensure volunteer contact and activation
- Obtain volunteer reports from parish database
- Actively collaborate with the Director of Pastoral Service to place appropriate ministers

#### HOSPITALITY AND WELCOME

- Plans and delivers monthly new parishioner education via St. Columbkille 101
- Create Welcome Packets used in St. Columbkille 101 and develop membership policies
- Welcome Phone calls - regularly contact new members
- Mentoring new families as they find their place within the parish community
- Ensure effective evangelization efforts to engage parishioners and non-parishioners
- Be available for home visits when situations warrant

#### DEVELOPMENT

- Driving force behind all development efforts, responsible for coordinating with parish leadership, consultants and volunteers
- Be competent and knowledgeable of contribution analysis
- Responsible for current events including Columbkille's Ceili Dinner, Family Fun Festival, other development initiatives and ensuring their growth and success.
- Develop a planned giving program and conduct a yearly workshop
- Coordinate memorial giving and update memorial donation display
- Develop and maintain a school alumni lists and two newsletters per year.
- Coordinate the Marble Party with St. Columbkille teachers for high school seniors
- Promote and coordinate the 8<sup>th</sup> grade class challenge
- Promote Catholic Schools Week
- Active participant and resource for the school marketing committee
- Be a resource and actively pursue grant opportunities

1/30/17

## St. Columbkille Catholic Church

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#### ADMINISTRATION AND LEADERSHIP:

**Facilitate the meeting of the Discipleship Commission and encourage, support and coordinate the efforts of each ministry and its' leadership. Attend Archdiocesan education offerings and conferences to maintain professional knowledge base and relevance. Provide ongoing needs assessment, and evaluate current programs for effectiveness. Attend staff meeting and be an active participant of the pastoral team. Meet regularly with Pastor and attend Pastoral Council Meeting.**

#### KNOWLEDGE, SKILLES, AND ABILLITIES NEEDED:

- Practicing Catholic in good standing and an active steward in one's parish
- Thorough understanding of stewardship and its elements based on Church teaching and scripture.
- Ability to demonstrate the practice of a stewardship way of life
- Must be able to maintain confidentiality
- Proficient in public speaking and written communications
- Must be very organized and diligent with follow up
- Ability to work collaboratively with people of diverse backgrounds
- Ability to work independently and self-motivated
- Knowledge of parish life and parish dynamics
- Ability to lead, motivate, and direct teams to a successful project completion and evaluate groups and individuals
- Computer literate in MS Office, database and financial management

#### EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree in Communications, Public Relations, Marketing or related fields. Previous experience with development and capital campaigns required. Parish life and Parish ministry experience is preferred.

This is a partial job description at the discretion of the Pastor. There may be additional opportunities and position is subject to other duties as assigned.