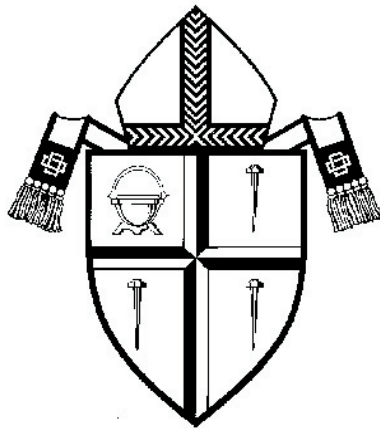


SAMPLE JOB DESCRIPTIONS AND PAY RANGES



FOR PARISH BASED POSITIONS IN THE DIOCESE OF SAN DIEGO

Prepared by the Office for Human Resources

Diocesan Pastoral Center

(858) 490-8282

1996
(Revised March 1, 1999)

SAMPLE JOB DESCRIPTIONS AND PAY RANGES

FOR PARISH BASED POSITIONS
IN THE DIOCESE OF SAN DIEGO

<u>CLASSIFICATION</u>	<u>PAGE</u>
Parish Adult Faith Formation Series	3
Parish Day Care Center series	4
Parish Liturgical Ministry Series	5
Parish Music Ministry Series	6
Parish or School Bookkeeper Series	7
Parish or School Business Manager Series	8
Parish or School Cafeteria Series	9
Parish and/or School Library/Media Center Series	11
Parish or School Maintenance Series	12
Parish Social Ministry Series	14
Pastoral Administrative Assistant/Minister Series	15
Receptionist/Office Helper Series	16
Religious Education Series	17
Secretary/Office Manager Series	19
Volunteer Coordinator Series	20
Youth Ministry Series	21
Sample Pay Ranges	Appendix A
Suggested Stipends for Musicians	Appendix B

PARISH ADULT FAITH FORMATION SERIES

GENERAL DESCRIPTION: To develop and implement activities and programs designed to build up the faith life of adults in the parish for the purpose of enriching the faith life of the whole parish. Assesses needs of parish adults for spiritual, intellectual, emotional and religious growth. Conducts or coordinates programs, counseling and spiritual direction.

DESCRIPTION OF LEVELS:

Director of Adult Faith Formation: The Director of Adult Faith Formation is responsible for directing, facilitating and conducting a number of adult faith activities and programs in a parish. The programs typically include RCIA, RENEW, scriptural study, retreats, support groups, Small Christian Communities, etc. The position is responsible for budget preparation, needs assessment and retraining of volunteers. He/she operates with a high level of delegation from the pastor and should have a Masters Degree in Religious Studies, Religious Education, or a related field or equivalent experience and education as well as spiritual leadership skills.

Classification Level: M-4

FLSA Status: Exempt

Coordinator of Adult Faith Formation: The coordinator is responsible for conducting and directing adult faith formation activities and established programs in a parish. The program at this level does not possess the breadth described by the Director level above. The coordinator would serve more as a direct contact and resource for small groups and facilitate prepared educational programs. The position would probably not have budget responsibility nor would it coordinate speakers series. The position operates with oversight and assistance provided by the pastor and should require a Bachelor's Degree in a related field, certification in catechetical ministry or equivalent experience and education.

Classification Level: M-2

FLSA Status: Exempt

PARISH DAY CARE CENTER SERIES

GENERAL DESCRIPTION: Plans and implements activities for children designed to promote social, physical and intellectual growth needed for primary school.

DESCRIPTION OF LEVELS:

Day Care Coordinator: Responsible for day care program planning and implementation, program-to-program liaison and supervision of one or more day care teachers and/or workers. Qualifications include Bachelor's Degree with course work in Early Childhood Education or Child Development preferred.

Classification Level: M-2

FLSA Status: Exempt

Day Care Teacher: Instructs children in activities designed to promote social, physical and intellectual growth needed for primary school. Qualifications include experience as a Day Care Worker and college course work in Early Childhood Education or Child Development.

Classification Level: M-1

FLSA Status: Exempt

Day Care Worker: Organizes and leads activities of pre-kindergarten children and provides other assistance in the implementation of day care programming.

Classification Level: S-2

FLSA Status: Non-exempt

PARISH LITURGICAL MINISTRY SERIES

GENERAL DESCRIPTION: Responsible for facilitating the worship life of the parish community by coordinating and providing quality liturgical experiences which celebrate and strengthen the membership's journey of faith.

ALTERNATIVE TITLES: Positions at various levels may be called Director of Liturgy and Music, Liturgy Director, Liturgist.

DESCRIPTION OF LEVELS:

Director of Parish Liturgy II: Responsible for the design and coordination of a comprehensive liturgical program. The program will typically include planning and developing the full liturgical cycle, including Sunday and Holy Day liturgies and other major parish liturgical celebrations. The Director of Parish Liturgies may coordinate liturgical teams and committees, supervise the parish's music program, schedule all liturgical ministers, oversee planning and preparation of worship space environment, conduct a liturgical education program, and coordinate the evaluation of overall parish liturgical needs. The classification typically requires a Master's Degree in Theology or a related field or equivalent education and experience and strong knowledge of Roman Catholic liturgy.

Classification Level: M-4

FLSA Status: Exempt

Director of Parish Liturgy I: Responsible for the planning and coordination of an extensive liturgical program. The program will ordinarily be less comprehensive than that described above but will include planning and development of the full liturgical cycle. This includes scheduling and supervising all liturgical ministries, and leading an active liturgical committee. This classification typically requires a bachelor's degree or equivalent experience and education (i.e., a certificate in Liturgy) and strong knowledge of Roman Catholic liturgy.

Classification Level: M-2

FLSA Status: Exempt

PARISH MUSIC MINISTRY SERIES

GENERAL DESCRIPTION: Directs, coordinates and/or performs music which is liturgically appropriate for parish liturgies and other designated celebrations.

DESCRIPTION OF LEVELS:

Director of Music Ministries: (Alternate Titles: Music Director, Director of Liturgical Music) Responsible for planning and supervising a comprehensive parish music program which typically includes several choral groups/musicians, supervision and training of a number of musicians and cantors. The classification requires a Master's degree (in music preferred) or equivalent in education and experience. It also requires considerable keyboard and/or choral/vocal skills and strong knowledge of Roman Catholic Liturgy.

Classification Level: M-4

FLSA Status: Exempt

Music Director: Plans and coordinates one or more musical ensembles. The Music Director may plan for the needs of the ensembles and cantors and provide them with direction and some training. The Music Director may accompany or lead many of the liturgies in the parish. The classification requires a bachelor's degree or the equivalent in education and/or experience and knowledge of Roman Catholic liturgy.

Classification Level: M-3

FLSA Status: Exempt

(The salary rate for Music Director *may* be based on a per service arrangement, (see **Choir/ Ensemble Directors, Appendix B**) or considered as a percentage of the duties of the above **Director of Music Ministries.**)

PARISH OR SCHOOL BOOKKEEPER SERIES

GENERAL DESCRIPTION: Responsible for providing bookkeeping services to the parish and/or school. Maintains financial bookkeeping system including accounts payable, receivable, payroll and cash receipts. Balances accounts, ledgers and reconciles bank statements. Prepares financial statements. May assist with budget and development program.

DESCRIPTION OF LEVELS:

Bookkeeper II: Performs the full range of functions listed above with little direct supervision and only general oversight from pastor or principal.

Classification Level: S-5

FLSA Status: Non-exempt

Bookkeeper I: Performs more routine bookkeeping functions under the direct supervision of a business manager, pastor or principal.

Classification Level: S-4

FLSA Status: Non-exempt

PARISH AND/OR SCHOOL BUSINESS MANAGER SERIES

GENERAL DESCRIPTION: Responsible for the efficient and effective administration of the parish financial, capital and human resources.

DESCRIPTION OF LEVELS:

Business Manager III: Responsible for the full range of parish administrative functions. Due to its scope and supervisory responsibility, this classification is found only in large parishes. At this level, parish administrative responsibility is fully delegated by the Pastor typically in the areas of finance, facilities, purchasing stewardship, communications and personnel. The Business Manager III supervises most or all support staff positions and may supervise professional staff positions. The Business Manager III position requires a Bachelor's Degree in Business or Accounting and previous experience as a Business Manager.

Classification Level: M-5

FLSA Status: Exempt

Business Manager II: Responsible for many parish administrative functions. At this level, the Pastor retains responsibility for certain aspects of parish administration and/or does not fully delegate parish administration to the Business Manager. The Business Manager II typically supervises support staff positions and may personally perform some technical work such as accounting. The Business Manager II position requires a Bachelor's Degree and some supervisory experience.

Classification Level: M-3

FLSA Status: Exempt

Business Manager I: Responsible for a limited range of parish administrative functions. The classification is non-supervisory and operates without full delegation of responsibility by the pastor. Positions at this level typically perform a significant amount of technical work in addition to administrative duties. At this level, administrative duties may be combined with another ministry.

Classification Level: M-1

FLSA Status: Exempt

PARISH OR SCHOOL CAFETERIA SERIES

GENERAL DESCRIPTION: Positions in this series are responsible for food preparation, production and cleanup in a cafeteria setting according to established dietary requirements of quality, quantity, nutrition, appearance, temperature and timeliness.

DESCRIPTION OF LEVELS:

Cafeteria Manager: Oversees operations of a large cafeteria, supervises the cooks and cafeteria workers, responsible for menu development, purchasing, and kitchen budget.

Classification Level: M-1

FLSA Status: Exempt

Cafeteria Supervisor/Cook: Manages a small or midsize cafeteria, supervises cafeteria workers, personally performs many of the cooking duties.

Classification Level: S-5

FLSA Status: Non-exempt

Cook: Responsible for food preparation and production according to established dietary requirements of quality, quantity, nutrition, appearance, and temperature as well as meal scheduling requirements. Responsible for preparing main dish and may direct others in preparation of salads, desserts and cleanup.

Classification Level: S-4

FLSA Status: Non-exempt

Cafeteria Worker II: Assists cooks and other cafeteria staff in food preparation, cafeteria setup and cleaning. The classification requires previous experience working in the food service field.

Classification Level: S-3

FLSA Status: Non-exempt

Cafeteria Worker I: Performs most routine functions such as kitchen cleanup, cafeteria setup and cleaning and dish washing. The classification requires no previous experience.

Classification Level: S-2

FLSA Status: Non-exempt

Student Worker: Performs most routine duties during evenings, weekends, summer.

Classification Level: S-1

FLSA Status: Non-exempt

PARISH AND/OR SCHOOL LIBRARY OR MEDIA CENTER SERIES

GENERAL DESCRIPTION: Manages library materials for parish and/or parish school. Selects, classifies, catalogs, oversees circulation and maintains library books and other materials including films, slides, video and audio tapes.

DESCRIPTION OF LEVELS:

Librarian: Administers large parish and/or school library in accordance with professional library standards; supervises paid and volunteer staff. Requires Master's Degree in Library Science. Library encompasses books, periodicals and other educational media.

Classification Level: M-3

FLSA Status: Exempt

Library Coordinator: Administers small parish and/or school library. May supervise volunteer staff. Requires Bachelor's Degree with certification of course work in Library Administration preferred. Library encompasses books, periodicals and other educational media.

Classification Level: M-2

FLSA Status: Exempt

Media Center Coordinator: Administers parish or school educational media center; may supervise volunteer staff; responsible for purchase, cataloging, circulation and retrieval of media. Requires college work in Religious Education field with Bachelor's Degree preferred.

Classification Level: S-4 or M-1

FLSA Status: May be Exempt or Non-exempt

Other Classifications: See the Receptionist/Office Helper and Secretary/Office Manager series for other levels at which Library and Media Center duties may be performed.

PARISH OR SCHOOL MAINTENANCE SERIES

GENERAL DESCRIPTION: Responsible for the effective, efficient and safe maintenance, renovation and upkeep of parish and/or school buildings and grounds.

Alternate titles used below may substitute “Physical Plant,” “Plant Operations,” or “Building and Grounds” or “Maintenance”.

DESCRIPTION OF LEVELS:

Maintenance Supervisor II: Supervises the maintenance, renovation, restoration and upkeep of the buildings, mechanical, plumbing and electrical systems and grounds. Conducts preventive maintenance, safety and energy conservation audits. The classification supervise one or more maintenance employees, may also supervise outside contractors and personally performs higher-level maintenance functions. This position may be appropriately assigned Exempt FLSA status if it is primarily managerial and supervisory.

Alternative titles for this classification include Maintenance Director, Maintenance Manager, Maintenance Supervisor, Maintenance Superintendent.

Classification Level: M-2 or S-6

FLSA Status: Exempt or Non-exempt

Maintenance Supervisor I: Responsible for and personally maintains, renovates, restores, and sees to the upkeep of the buildings, mechanical, plumbing and electrical systems and grounds. May conduct preventive maintenance, safety and energy conservation audits. The classification does not supervise full-time maintenance employees but may supervise seasonal help and volunteers, may engage and supervise outside contractors and personally performs many maintenance functions.

Alternative titles for this classification include Maintenance Manager, Maintenance Mechanic, Maintenance Technician.

Classification Level: S-5

FLSA Status: Non-exempt

Maintenance Worker: Provides routine maintenance for the parish or school buildings and grounds including semi-skilled carpentry, plumbing, electrical and other minor repair work. Grounds work may include mowing, pruning and ice and snow removal with grounds equipment. May maintain inventory of supplies and supervise one or more Maintenance Helpers/Custodians.

Alternative titles for this classification include Maintenance Mechanic, Maintenance Technician, Maintenance Worker, Maintenance Helper and other similar job titles.

Classification Level: S-4

FLSA Status: Non-exempt

Maintenance Helper/Custodian: Performs cleaning, facility set up, hauling and moving of equipment, mowing, raking and watering of grounds, ice and snow removal, and other simple building and grounds maintenance duties for the parish and/or school. Cleaning duties include mopping and vacuuming floors, cleaning bathrooms, washing windows and trash removal.

Alternative titles for this classification include Janitor, Maintenance Assistant, Maintenance Attendant and other similar job titles.

Classification Level: S-3

FLSA Status: Non-exempt

Student Worker: Performs most routine duties during evenings, weekends, summer.

Classification Level: S-1

FLSA Status: Non-exempt

PARISH SOCIAL MINISTRY SERIES

GENERAL DESCRIPTION: Facilitates connections between the needs of individuals, the parish and the community with those who can be of service whether professionals or volunteers; empowers the parish to fulfill the church's mission of justice and reconciliation through a communal organized response to societal needs.

DESCRIPTION OF LEVELS:

Parish Social Minister II: Responsible for overseeing and coordinating a large and active parish social ministry program. The program contains service, education, advocacy and action components and covers the full range of social ministry as determined through assessment of needs and collaboration with parish leadership, e.g., services to those in need of food, housing and clothing, those who are sick or suffering from bereavement, divorce or separation, those special needs such as the disabled, shut-ins, widows, seniors and prisoners. Volunteers supervised by the position typically provide direct services. The classification requires a Bachelor's Degree and experience in parish social ministry or related work.

Classification Level: M-3

FLSA Status: Exempt

Parish Social Minister I: Responsible for facilitating a small parish social ministry program or one or more components of a large, fully functioning parish social ministry program as described above. The classification requires education and training in Catholic social teaching and social services.

Classification Level: M-1

FLSA Status: Exempt

PASTORAL ADMINISTRATIVE ASSISTANT / MINISTER SERIES

GENERAL DESCRIPTION: Assists the pastor with administrative and pastoral duties, serves as a member of the parish staff, provides leadership and consultation for various groups, committees and processes in the parish. Collaborates in or directs a variety of aspects of parish life such as liturgy, pastoral care, RCIA, sacramental preparation, adult faith development, evangelization, social ministry, senior adults, young adult ministry.

DESCRIPTION OF LEVELS:

Pastoral Administrative Assistant II: Serves as a chief assistant to the pastor in the coordination of a wide range of parish activities and programs in a large parish. At this level the classification operates rather independently, with only general oversight from the pastor. The classification provides multiple liaison functions and involves some supervision of staff and/or volunteers. The classification requires experience in pastoral work and a Master's Degree in Theology or related field, or equivalent education and experience.

Classification Level: M-4

FLSA Status: Exempt

Pastoral Administrative Assistant I: Serves as a chief assistant to the pastor in the coordination of parish activities and programs in a small or midsize parish or provides leadership to a specialized ministry in a midsize or large parish. At this level the classification provides multiple liaison functions typically with volunteers. The classification requires experience in pastoral work and a Bachelor's Degree in Theology or related field, or equivalent education and experience.

Classification Level: M-3

FLSA Status: Exempt

Pastoral Minister: Responsible for a narrow scope of pastoral duties under the direction of the pastor, pastoral associate or other pastoral staff member. The classification has limited program responsibility and decision-making authority, being responsible for specific pastoral duties such as visitation to the sick or parish outreach. The classification requires some college work in a related field or equivalent education and experience.

Classification Level: M-1

FLSA Status: Exempt

RECEPTIONIST/OFFICE HELPER SERIES

GENERAL DESCRIPTION: Responsible for operating telephone system, distributing mail, greeting and referring visitors, scheduling facilities, data entry, word processing, typing and maintenance of files, photocopying and duplicating of materials, handling of bulk mailings, and providing a variety of other clerical services.

Alternative titles for this classification series include Office Assistant, Secretarial Assistant, Receptionist, Office Helper, Secretary, Clerk, Clerical Assistant, Data Coordinator, Volunteer Coordinator and other similar job titles.

DESCRIPTION OF LEVELS:

Receptionist/Office Helper II: Performs the full range of clerical and secretarial functions listed above or specializes in performing more complex and responsible job responsibilities. The classification requires previous office and word processing experience.

Classification Level: S-3

FLSA Status: Non-exempt

Receptionist/Office Helper I: Performs more routine clerical and secretarial functions listed above. The classification requires no previous experience.

Classification Level: S-2

FLSA Status: Non-exempt

Student Worker: Performs most routine duties during evenings, weekends, summer.

Classification Level: S-1

FLSA Status: Non-exempt

RELIGIOUS EDUCATION SERIES

GENERAL DESCRIPTION: Responsible for providing Christian formation, religious education and sacramental preparation to members of the parish faith community.

DESCRIPTION OF LEVELS:

Religious Educator positions are found in parishes at one or more levels. The series includes the following four levels:

Director of Catechetical Ministry II: Fully responsible for a comprehensive parish religious education program including adult Christian formation. This includes supervising other Religious Education personnel; managing the office; recruitment and training of volunteers; planning programs for adults, teens, children; evaluating program curricula and acting as parish resource person in methods and some areas of theology. The classification requires a MDiv/MA Degree in Religious Studies, Religious Education, or related field and three to five years of experience in the field.

Classification Level: M-5

FLSA Status: Exempt

Director of Catechetical Ministry I: Directs several dimensions of a comprehensive parish religious education program OR has full responsibility for a less comprehensive parish religious education program. This typically includes supervising support staff personnel; recruitment and training of volunteers; planning programs for adults, teens and children; evaluating program curricula and acting as parish resource person in methods and some areas of theology. The classification requires a MDiv/MA Degree in Religious Studies, Religious Education, or related field with no experience OR graduate level background in theology/catechetics with experience in the field.

Classification Level: M-4

FLSA Status: Exempt

Catechetical Program Coordinator II: Responsible for a parish religious education program, utilizing a variety of resources to complement the Coordinator's background and skills. This typically includes managing the Religious Education Office; supervising staff; recruitment and training of volunteers; planning programs for adults, teens or children; and evaluating program curricula. The classification requires a Bachelor's Degree in Religious Studies or related field, or Certificate in Catechetical Ministry, and parish experience.

Classification Level: M-3

FLSA Status: Exempt

Catechetical Program Coordinator I: Responsible for implementing and overseeing a narrowly conceived religious education formation program or one facet of a total parish program. The

classification typically supervises volunteer staff, recruits catechists, plans and chairs meetings, schedules classes and facilities, orders materials and books and, in general, carries out program organizational details for the Pastor, Religious Education Director or Coordinator. The classification requires the related education and experience to perform basic religious education responsibilities. Participation in an educational program toward a Certificate in Catechetical Ministry helpful.

Classification Level: M-2_

FLSA Status: Exempt

SECRETARY/OFFICE MANAGER SERIES

GENERAL DESCRIPTION: Responsible for providing secretarial and related office services for members of the parish and/or school staff and various other committees and boards. Greets and refers visitors, schedules appointments, processes mail, types or word processes letters, reports, memos. Establishes office record-keeping systems. Schedules and monitors staff office hours. Schedules parish facilities, issues and monitors facility keys. Maintains petty cash fund. Oversees the timely opening and closing of parish or school office. Oversees inventory of office supplies and maintenance contracts for office machines. May - coordinate volunteer programs, prepare and produce weekly bulletin, coordinate student registration process. May maintain parish offering envelope system, sacramental record keeping system, comprehensive student filing system, tuition and fee schedules and media library.

Alternative titles for this classification series include Administrative Assistant, Office Manager, Secretary, Executive Assistant, Executive Secretary, Senior Secretary, Data Coordinator, Volunteer Coordinator and other similar job titles.

DESCRIPTION OF LEVELS:

Secretary II/Office Manager: Responsible for the full range of secretarial/administrative job responsibilities outlined above as appropriate for the job setting (e.g., parish, school, or religious education office). The Secretary II classification supervises one or more office support staff employees in addition to volunteer workers and personally performs the more sensitive, difficult and complex office functions.

<u>Classification Level:</u>	S-5
<u>FLSA Status:</u>	Non-exempt

Secretary I: Responsible for many of the job responsibilities outlined above as appropriate for the job setting (e.g., parish, school or Religious Education Office). The Secretary I classification does not supervise office support staff but may supervise volunteers.

<u>Classification Level:</u>	S-4
<u>FLSA Status:</u>	Non-exempt

VOLUNTEER COORDINATOR SERIES

GENERAL DESCRIPTION: Responsible for organizing and directing efforts to involve volunteers in parish programs and services. Maintains communication among staff, committees and volunteers to ensure the best possible match between organizational needs and volunteer capabilities.

ALTERNATIVE TITLES: Volunteer Manager, Director of Volunteers

DESCRIPTION OF LEVELS:

Volunteer Coordinator II: Responsible for a large and comprehensive parish volunteer program including periodic assessment of needs, an annual time and talent survey, volunteer education and promotion, written job descriptions for volunteer positions, effective placement methodologies, training of volunteers and facilitation of supervisor/volunteer communication where needed. The Volunteer Coordinator II typically directs paid or volunteer staff to conduct the program. The classification - requires a Bachelor's Degree and experience in volunteer management programs.

Classification Level: M-3

FLSA Status: Exempt

Volunteer Coordinator I: Responsible for a smaller and less comprehensive volunteer program than described under Volunteer Coordinator II. The Volunteer Coordinator I, nonetheless, utilizes professional volunteer management instruments and techniques in implementing the parish volunteer program. Duties place greater emphasis on program maintenance functions such as survey distribution and tabulation, volunteer placement and program communication. The classification requires experience in volunteer supervision and management.

Classification Level: M-1_

FLSA Status: Exempt

Other Classifications: See the Secretary/Office Manager Series for other levels at which volunteer coordination duties may be performed.

YOUTH MINISTRY SERIES

GENERAL DESCRIPTION: Responsible for developing a parish based pastoral ministry with youth. Reaches out to all youth in the community, provides for formal catechesis, invites and enables youth to serve others. Develops close communication with and mutual support from families of youth and collaborates with other community and parish youth organizations.

DESCRIPTION OF LEVELS:

Coordinator of Youth Ministry III: Responsible for a large and comprehensive Youth Ministry Program in a parish. The program consists of a wide variety of components: catechesis, evangelization, social action, community building, spirituality, liturgy, guidance, enablement and advocacy. This position typically supervises paid and/or volunteer staff including program leaders and secretarial staff. The classification requires a Bachelor's Degree, certification in youth ministry, and substantial experience in the field.

Classification Level: M-4

FLSA Status: Exempt

Coordinator of Youth Ministry II: Responsible for a youth ministry program of more limited scope in a parish (i.e., a narrower range of activities and programs than described above under Youth Minister III). This position may supervise staff consisting primarily of volunteers. The classification should require a Bachelor's Degree, progress toward certification in youth ministry, and some experience in the field.

Classification Level: M-2

FLSA Status: Exempt

Coordinator of Youth Ministry I: Responsible for coordinating a specific segment of a total youth ministry Program. The Youth Minister I may supervise volunteers. This classification may be filled by those training for the Youth Ministry field. It requires some related training and experience.

Classification Level: M-1

FLSA Status: Exempt

Appendix A

Suggested Pay Ranges for Parish Based Positions in the Diocese of San Diego

INTENTIONALLY LEFT BLANK

Note: Please contact the Office for Human Resources for the latest version

Appendix B

Suggested stipends for Pastoral Musicians

INTENTIONALLY LEFT BLANK

Note: Please contact the Office for Human Resources for the latest version.