

**ST. BERNARD-MOTHER OF CHRIST  
JOB DESCRIPTION FOR PASTORAL ADMINISTRATOR**

**I. IDENTIFYING INFORMATION**

Position Title: Pastoral Administrator for St. Bernard and Mother of Christ  
Status: Full time; exempt; 12 months  
Reports to: Canonical Pastor

**II. POSITION DESCRIPTION**

The successful candidate for this position will be a servant leader, who views their work as ministry in supporting and developing our vibrant faith communities. PA must attend Sunday worship and activities at both parishes on a regular basis.

The primary role of the **Pastoral Administrator** (hereafter PA) is to nurture and develop parish life, including liturgy, pastoral care, neighborhood outreach and administration. They will oversee our faith communities to ensure they are ministerially complete, and fiscally sound, while assisting the canonical pastor in his function of liaison between our parishes and the diocesan church.

**III. BELIEFS AND VALUES**

The PA must adhere to the following:

- Be a practicing Catholic in good standing with the Catholic Church.
- Live and practice a faith commitment to Jesus and His people, faithfully reflecting the teachings of the Church in pastoral work.
- Be a person of sound doctrine, integrity, virtue and enthusiasm, who is able to care for the people of our parishes.
- Believe that the Eucharist is the center of the Parish

**IV. SKILLS, KNOWLEDGE AND ABILITIES**

The PA must:

- Possess excellent communication skills, both in listening and communicating with diverse personalities.
- Be able to respect and develop lay leadership
- Ability to work with and respect a Black Catholic Cultural Environment
- Have self-confidence and the ability to delegate
- Be flexible and open to new ideas
- Be able to create an atmosphere of respect and team work
- Be able to grow and invigorate parish membership

**V. MAJOR RESPONSIBILITIES**

The PA is responsible for enacting and overseeing all aspects of parish life:

**PASTORAL:**

- Follow general and local Church laws
- Must keep current with theological developments through ongoing formation
- Encourage parish community to formulate, articulate and live out its mission and vision
- Empower, encourage and develop lay leadership on all levels

- Work with parish councils to develop goals and objectives that support their vision and meet the specific needs of the parishes
- Oversees sacramental, liturgical life of parish and schedules presiders for all Masses, baptisms, reconciliation, anointing of the sick, weddings and funerals
- Is a member of the worship committees and participates in planning for Holy Week and major feasts
- Ensures that all necessary aspects of Mass are provided for
- Provides for complete range of pastoral services (spiritual growth, counseling, support groups)
- Provides for evangelization and outreach into the local community, and participates in significant neighborhood events, meetings and ecumenical services, as a representative of St. B/MoC
- Provides for educational needs of parish community (i.e., Vacation Bible School, Retreats)

#### **ADMINISTRATIVE:**

- Responsible for hiring, firing, supervision and evaluation of staff and volunteers
- Overall responsibility for accurate parish records
- Is knowledgeable of governmental laws, rules and regulations regarding nonprofit administration, Archdiocesan policies and procedures regarding employees and volunteers
- Attends and oversees Pastoral Councils and Finance Committees at both parishes
- Present an annual report to the Archdiocese and the parishes
- Must maintain a good rapport and open communication with staff and volunteers
- Monitors and ensures regular and effective communication with all parishioners
- Solicits organizations, individuals and businesses for in-kind contributions, as the need arises

#### **FINANCIAL:**

- Must be a good steward of all parish resources
- With the Finance Committees, is responsible for overall parish budgets
- Oversees and promotes fundraising efforts
- Insures checks and balances with bookkeeper and finance committees
- Signs most checks
- Monitors and approves major maintenance decisions with Finance Committees
- Approves and monitors rental of all parish buildings at both parishes
- Approves with St. Vincent DePaul financial assistance for parishioners in need

#### **VI EDUCATION, TRAINING AND EXPERIENCE**

- Minimum of five (5) years in a pastoral leadership position
- Lay Pastoral Ministry degree, or equivalent training and experience
- Five (5) years of managerial, and/or administrative experience in a similarly sized organization, including human resources, physical plant and knowledge of non-for-profit regulations
- Familiar with the resources available through the Archdiocese

Employees of St. Bernard and Mother of Christ Catholic Churches will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Bernard and Mother of Christ Catholic Churches. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.

**REV:** January 22, 2018

## St. Bernard & Mother of Christ, Cincinnati, OH

St. Bernard and Mother of Christ parishes are seeking to hire a full-time parish administrator to start on July 1, 2018. The person for this new position will take charge of the day-to-day pastoral administration and supervision of both parishes, subject to the occasional oversight of the pastoral region's canonical pastor. For decades St. Bernard and Mother of Christ, located in adjoining neighborhoods in central Cincinnati, have shared the same pastor. The current pastor, who will retire this summer, has agreed to continue as the principal liturgical celebrant and sacramental minister for both parishes; his administrative duties, however, will be assumed by the new pastoral administrator according to a model already approved by the archdiocese. Both parishes have a long tradition of strong lay leadership, intimate but vibrant Sunday liturgies, talented music ministries, and organizations dedicated to serve the poor of both Spring Grove Village and Winton Hills. Both parishes are small and seek to expand their membership: St. Bernard has 125 mainly older households, and Mother of Christ has 75 predominantly African-American households. Both parishes have active parish councils and finance committees, and both are currently in sound financial shape.