Saint Rose of Lima Catholic Church Job Description

Job Title: Stewardship Coordinator

Supervised by: Stewardship Director

FLSA Status: Non-Exempt

Supervises: Volunteers/Ministries

GENERAL DESCRIPTION OF THE POSITION
Responsible for coordinating the overall Stewardship programs for the parish and its ministries, the Stewardship coordinator challenges parishioners to practice a stewardship way of life by sharing their Time, Talent, and Treasure with the focus on fulfilling the mission statement of Saint Rose Parish.

Areas of Responsibilities
- Plan and coordinate the annual stewardship (Time, Talent, and Treasure) program. To include updating Ministry Directory, Ministry Fair, Stewardship Retreat, Leadership Gathering and Lay Witness talks
- Coordinate marketing and communication efforts, including but not limited to newsletters, promotional activities, community relations, and other related stewardship efforts.
- Coordinate and help supervise appropriate parish volunteers.
- Direct acknowledgement and recognition activities for donors and volunteers.
- Recruit, organize, and train members of the Stewardship Committee to achieve development goals with a commitment and strategy, in coordination with the Pastor.
- Other duties as assigned by the Pastor or as the need arises.
- Represent Stewardship to the parish in coordination with the Stewardship Committee

Communication
- Coordinate Parish Stewardship Newsletters on a regular schedule; Approving content and reviewing approval before printing; Gathering information about upcoming events that need to be promoted in the newsletters
- Church bulletin board
- Communicate with parishioners who have left
- Prepare stewardship communication for the bulletin
- Update and prepare Welcome Packets for church and church office
- Procuring pictures as needed from parish events and ministry gatherings for the newsletter and renewal materials

Ministerial
- Develop new programs and ministries to increase time, talent, and treasure
- Assess and track parishioner involvement in ministries; monitor follow-up to ensure that leaders are contacting those parishioners who indicated that they were interested in becoming involved in their ministry
- Implement and strengthens a system for communication between ministries

Administrative
- Update data system from returned mailings

Stewardship – Returning a portion of one’s time, talent and treasure back to God in gratitude for the gifts He has given us.
• Enter new families and coordinate with Welcome Committee for initial phone calls and quarterly potlucks
• Church bulletin

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE
Education: Essential: Bachelor’s degree in a related field or its equivalent in experience, with three or more years of experience in stewardship development.
Desirable: Advanced degree in a related field

EXPERIENCE: Essential: Three or more years of successful experience in stewardship, development, alumni relations, event planning and/or donor relations. At least one year in a supervisory role.

OTHER SKILLS REQUIRED
• Understanding of Stewardship and its elements.
• Be a practicing Catholic in good standing.
• Must have knowledge of the teaching of the Catholic Church, a familiarity with its structures, functions and institutions.
• Be able to demonstrate practicing stewardship as a way of life.
• Have knowledge, ability, and skill to effectively utilize computer, various software and other office equipment as needed.
• High level of independent thought and initiate as needed.
• Ability to take on responsibility, work independently and be flexible in a changing environment

PHYSICAL DEMands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, climb stairs, reach with hands and arms, talk, and hear.
• The employee must occasionally lift and/or move items weighing up to 20 pounds.
• Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
• Most work is done in a normal office setting
• Some variance from regular office hours may be necessary to fulfill responsibilities of the office.
• Exposure to moderate noise levels such as fire alarm
• Saint Rose is a smoke free facility
• Frequent interruptions

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