

APPENDIX A

Pastoral Council and Commission Meeting Dates January 1 - December 31, 2020

PASTORAL COUNCIL ID	DAY	MONTH	TIME	LOCATION
Council Meeting Officers and Commission Chairs Pastor, ex officio	3 rd Monday	February – June; September; October; December	6 pm	PC:Room 105
Officer Meeting Chair Vice chair Secretary Pastor, ex officio	4 th Monday (5 th Monday)	January – December	5 pm	PO:Room E
Member at Large (SB) Ellen Haefling Member at Large (SM) David Fromme	3 rd Monday	February – June; September; October; December	6 pm	PC:Room 105
COMMISSION ID	DAY	MONTH	TIME	LOCATION
20/20 VISION for 2020: Parish Activity Center (SM)				
Evangelization Blalock, Michelle	1 st Tuesday	February; April; September	6 pm	PC:Room 105
Facilities and Grounds (SB) Waninger, Gary	2 nd Tuesday	February; April; September		PC:Room 105
Facilities and Grounds (SM) Sitzman, Jerry	2 nd Monday	January; March; August	4 pm	PO:Room G
Faith Formation TBD	1 st Tuesday	January; March; June; August	6 pm	PC:Room 105
Finance (SB) TBD	2 nd Tuesday	January; March; August; (3 rd Tuesday December)	6 pm	PO:Room G
Finance (SM) Ebert, Gervase	3 rd Tuesday	(2 nd Tuesday January); March; August; December	6 pm	PO:Room G
Heritage, Fundraising and Marketing TBD	4 th Tuesday	January, March; August	6 pm	PC:Room 105
Long-Range Planning and Stewardship Gravatte, Sally	4 th Tuesday	February; April; September; October	6 pm	PC:Room 105
Pastoral Council	3 rd Monday	February – June; September; October; December	6 pm	PC:Room 105
Pastoral Council Officers Dilger, Amy, Chair Greulich, Kelly Pund, Romilda	Last Monday	January – December	5 pm	PO:Room E
Pastoral Ministries and Activities Pam Davis	3 rd Tuesday	February; April; September	6 pm	PC:Room 105
Service and Outreach TBD	3 rd Tuesday	May; July; (1 st Tuesday October)	6 pm	PC:Room 105
Worship Blalock, Taylor	4 th Tuesday	(3 rd Tuesday January); May; July; November	6 pm	PC:Room 105
ORGANIZATION ID	DAY	MONTH	TIME	LOCATION
Scouting Programs (FF)	1 st Tuesday	January	6 pm	PO:Room G

Sodalities and Societies (PMA)	1 st Monday 4 th Monday	February July	6 pm	PO:Room G
Strategic Planning	4 th Saturday	January 25, 2020	8:30 am	GHRC
State of the Parish Annual Meeting	4 th Sunday	February 23, 2020	3:00 pm	PC
United Catholic Appeal Annual Kick-off Weekend	3 rd Sunday	October 18, 2020		
St. Meinrad Sunday Annual Appeal Weekend		2 nd Sunday before Lent		
Youth Liturgical Minister Annual Outing				
Archdiocesan Missionary Annual Appeal Weekend		Labor Day Weekend Missionary to stay at GHRC, host needed for transportation between parishes		
Father Anthony not available for meetings	Retreat and PTO	3 rd week in January 3 rd week in November 2 nd week in December		

January – December: Key agenda items to include for commission meeting:

1st meeting of the year – Approval of the 2020-2021 proposed commission programs and activities to be reviewed and affirmed at the next scheduled meeting of the pastoral council, to be forwarded to the parish coordinator to incorporate in the master calendar

2nd meeting of the year – Review master calendar confirming dates set for commission’s programs and activities (chair is responsible for this task). The chair also reviews the commission membership roster and extends invitations as needed to fill positions for program and activity advocates. Review, confirm, and submit or assign information for weekly bulletin, Flocknote, news and media release request a minimum of six weeks in advance through the website platform

3rd meeting of the year – Review and submit all budget requests for next fiscal year

4th meeting of the year – Review and submit gaming commission paperwork, review financial reports (if applicable)

- Commissions do not meet if scheduled on a Holy Day or Federal Holiday. Commission’s chair to communicate with commission membership (a.k.a. program and activity advocates) via Flocknote for meeting reminders and other commission business). Commission chairpersons are selected from among its commission membership and serve on the pastoral council for one three-year term and are eligible to be re-nominated for an additional one-year term. Commission terms begin in July and end in June
- The commission secretary is to submit meeting minutes no later than ten days following the scheduled meeting to parish coordinator **info@myparishfamily.church** to be forward to the pastoral council to review and affirm. The chair is to review and discuss with commission members forthcoming agenda and update old and new business items and submit updates to parish coordinator no less than ten days before a meeting to be forward to commission members with other meetings materials no less than seven days before a scheduled meeting
- On the occasion that a commission’s scheduled meeting date has a conflict due to a Holy Day, Federal Holiday or the majority of the members cannot meet for a given meeting, the chair may reschedule the meeting in consultation with the pastoral council chair and parish coordinator

Catholic Charities in Tell City 2019 Ministries and Programs

Martin's Cloak

Helps the hungry replenish their home pantries.

Table of Blessings

This weekly hot meal program is a collaboration between Catholic Charities and EUCC. Begun in February 2010, this ministry continues to grow as it serves a free hot meal to anyone in attendance. Whether hungry for food or fellowship, it can be found at this gathering. Everyone is welcome.

Several area churches, prayer groups, businesses, and civic organizations help this ministry by preparing food (from entire meals to desserts) and also serving and cleaning up the kitchen after the meal.

The Table of Grace

Volunteer groups serve a biscuit and gravy breakfast to the patrons of the food pantry each time the pantry is open.

Perry County Food Coalition

This coalition is made up of five area food pantries: Martin's Cloak Food Pantry, Widow's Barrel Food Pantry, Council of Agencies, Jasper's Food for the Needy, and Adventist Community Services. Also members of the coalition are the Weekend Backpack Program and the Table of Blessings. All food drives conducted on behalf of the Food Coalition are brought to Catholic Charities where they are weighed and distributed to the participating partners. Catholic Charities serves as the fiscal agent for the Perry County Food Coalition. All monetary donations are allocated to the member food pantries.

Emergency Assistance

This ministry allows families in financial crisis to alleviate some of their struggles as help is provided with utilities, rent/mortgage, gasoline for out of town medical needs, prescription medicines, and other needs. Information is taken at the time of contact to determine eligibility.

Lifeline for Families

This program was formerly known as Matrix Lifeline. Assistance is provided with diapers and formula for low income families with young children. Also, the Early Years Store is well stocked with donated items: maternity clothing, baby clothing (newborn to 2T), some baby furniture, and other baby needs. This free store is available to families in need. There are no qualifications for this ministry.

Budget Basics

A program that helps families and individuals begin to pull themselves out of poverty. Classes are held to teach the very basics of budgeting – allowing people to see where their money is going and working together to decrease expenses through a budget. Class participants are chosen on a referral basis.

Winter Coat Giveaway

Begins in October or every year and runs through February. New and gently used coats are collected and distributed to those in need. New blankets are also collected and distributed to those in need. A limited amount of hats and gloves are also available. There are no qualifications for this program.



April 11, 2019

Ms. Annette “Mickey” Lentz
Chancellor, Archdiocese of Indianapolis
Archbishop Edward T. O’Meara Catholic Center
1400 North Meridian Street
Indianapolis, IN 46202-2367

APPENDIX C

RE: Follow-up to Connected in the Spirit – St. Boniface Parish, St. Meinrad Parish (Spencer County) and St. Isidore Parish (Perry County) (**Tell City Deanery**)

Madam Chancellor:

Thank you for your recent phone call to discuss the implementation phase regarding the partnership of St. Boniface, St. Meinrad and St. Isidore the Farmer. Upon the April 19, 2018, decree from Archbishop Thompson on Connected in the Spirit, the above parishes have met, including members of the Connected in the Spirit committee, pastoral council officers and pastors, to formalize a process for implementing the recommendations agreed upon as a cohort.

Due to the timeliness of the Connected in the Spirit process begun in the spring of 2016, a number of factors have changed, including the appointment of Father Luke Waugh, OSB, as administrator of St. Isidore the Farmer and the merger of St. Martin of Tours Parish with St. Isidore the Farmer Parish on July 5, 2018. Since the spring of 2013, the parishes of St. Boniface and St. Meinrad in Spencer County have gathered annually for a day of strategic planning. In 2010, a pastoral plan was implemented to strengthen and sustain the life of these two parishes in the absence of St. Martin of Tours, which they were linked to until the fall of 2009. Using a facilitator has focused our pastoral planning and strengthened our life as a parish family.

Over the last few years, while waiting for the re-engagement of the Connected in the Spirit process upon the arrival of Archbishop Thompson, our parishes have continued to take shape responding to our pastoral plan and the current needs of our parish family. We recently undertook a comprehensive feasibility study in anticipation of building a parish activity center at St. Meinrad. Through this process, I learned much more about parish life and expectations, which have bolstered our ability to effectively serve the local church in Spencer County.

Until the decree in July 2018, we could not restructure our parish staff and office space because of the dependency of St. Martin. Also, we put on hold the plans for pursuing permission for building the parish activity center until the deanery had settled and it was clear what direction the deanery would be taking from our collaborative work in Connected in the Spirit.

St. Boniface, St. Meinrad and St. Isidore were to incorporate the following per the findings and recommendations of the Connected in the Spirit process:

- 1) Plan and implement a common evangelization program
- 2) Look at ways to improve shared staffing
- 3) Share a common sacramental preparation program, including RCIA

St. Boniface and St. Meinrad have a vibrant commission dedicated to evangelization, faith formation and worship. Over the last few years, we have held a parish mission; provided ongoing formation for our liturgical ministers, including musicians; and implemented a faith formation program that meets the needs of the young church as it strives to develop opportunities for families and others who have completed the sacraments of initiation.

Our efforts to reach out to St. Isidore have been minimally received and most of our efforts have strengthened our parish family, the majority of which lies within the North Spencer School Corporation. When the parochial schools closed, parishes began to align their scheduling and communal efforts with their respective school corporations. St. Isidore is in the Perry County School Corporation, which has a balanced calendar year round and often takes its cues for youth and young adult faith formation from the parishes in Perry County, including St. Mark and St. Augustine. The parishes of St. Paul, St. Michael and St. Pius V are in the Tell City-Troy Township School Corporation, although many families of St. Michael Parish would fall within the Cannelton school corporation.

When the late Father Timothy Sweeney, OSB, was administrator of St. Isidore, he proposed looking at ways to improve shared staffing. In the not-too-distant past, St. Martin was linked to St. Augustine, though never sharing pastoral staff. Mrs. Caroline Mullis, a 22-year co-worker at St. Boniface and St. Meinrad, had a strong connection and did monumental work to effectively administer and minister to the mission of St. Martin and its parishioners. Father Luke has worked well with Caroline and the bookkeeper at St. Isidore through the merger of St. Martin and St. Isidore. Within the next year, many of the firsts of the administrative tasks will be incorporated into the regular administration at St. Isidore.

Regarding the common sacramental preparation program, including RCIA, St. Boniface, St. Meinrad and St. Isidore continue to look for opportunities to share resources. We have an open-door policy for RCIA, sacramental preparation for marriage and other sacraments as needed. Depending on the current needs identified among clergy serving the local church we collaborate among parishes when possible. There is an annual Epiphany pilgrimage to visit local parishes with tours. In the summer months, parishes may collaborate in catechetical or social activities.

Due to the nature of the schedules, including school corporation schedules, fall and spring breaks, Mass times on Sundays and summer break, which look very different depending on school corporation calendars, along with the reality of programs and activities also offered in Spencer County through the Diocese of Evansville for lifelong faith formation, the spirit that gathers the “one, holy, catholic and apostolic” Church continues to shape parish life and its ministry.

In recent years, St. Boniface and St. Meinrad have begun to collaborate informally with St. Francis Parish (Dale, Mariah Hill and Santa Claus), all within the North Spencer School Corporation, in youth and young adult ministry. Now with the implementation of Connected in the Spirit and a clear understanding of deanery expectations, I ask that St. Boniface and St. Meinrad continue to move forward with its pastoral planning, including planning and implementing opportunities for evangelization with its collaborators, St. Isidore the Farmer in Perry County and St. Francis in Spencer County, as well as exploring and implementing ways for sacramental preparation, including RCIA, to grow in its stability and accessibility.

Our participation in Connected in the Spirit has been fruitful, eye opening and transforming for us. Over the years, St. Boniface and St. Meinrad have not always collaborated to the degree possible. Through Connected in the Spirit, our recent efforts were affirmed and growing pains have settled. The commendations received in the preliminary recommendations have confirmed our work in strategic planning and underscores our recent growth and implementation of our initiatives to strengthen our life as a parish family, including a renewed effort in our ministry to support life from womb to tomb – as well as our presence and action among the poor and marginalized in the local area, throughout Appalachia and Central America.

I hope to hear from you soon with permission to move forward with our efforts beyond the limited recommendations found in the partnership defined for us with St. Isidore. One thing I remain edified by is

that, through this process, we have continued to grow and adapt where needs have been articulated and invitations have been extended.

In Christ, I am

A handwritten signature in blue ink that reads "Father Anthony Vinson, OSB." The signature is written in a cursive style with a small dot at the end of the "B".

Reverend Anthony Vinson, OSB
Pastor

APPENDIX D

February 20, 2020
 United Catholic Appeal
 St. Boniface Parish: Parish #076

Father Anthony,

Good afternoon! This week’s United Catholic Appeal total has climbed to \$4.9 million from 12,305 donors. With the follow-up mailing right around the corner, we anticipate seeing a nice spike in our goal total in the coming weeks.

Some parishes have started to reach out asking for some ideas to boost UCA goals. If your parish is at 75% of goal or lower, please feel free to reach out to me and I will be happy to send you some ideas as to how you might be able to get closer to or hopefully meet your goal. I will be sending out information next week to anyone who has reached out, so if you would like to be included in that email, let me know! Praying you have a wonderful rest of the week. Thank you for all that you do!

Sincerely,

Dana L. Stone
 Director of Appeals & Creative Services
 Office of Stewardship & Development
 ARCHDIOCESE OF INDIANAPOLIS
 1400 N. Meridian Street | Indianapolis, IN 46202
 Direct: 317.236.1591 | Cell: 317.727.5029

St. Boniface Parish Fall 2019	
Parish Goal	\$7,627
Amount Pledged	\$5,274
% of Goal	69%
Total \$’s Received	\$5,074
Parish Households	177
# of Pledges	34
Parish Participation	19%
Archdiocesan Support	
UCA Goal necessary to support ministry needs	\$6.5 M
Dollars raised to date	\$4,936,779
% of goal achieved	76%
# of pledges	12,305
% of participation (from the nearly 72,093 households in the archdiocese)	17%
Archdiocesan UCA Participation Goal for 2019-20	25%

Emailed by Cindy Riley on behalf of Dana Stone

February 20, 2020
 United Catholic Appeal
 St. Boniface Parish: Parish #137

Father Anthony,

Good afternoon! This week's United Catholic Appeal total has climbed to \$4.9 million from 12,305 donors. With the follow-up mailing right around the corner, we anticipate seeing a nice spike in our goal total in the coming weeks.

Some parishes have started to reach out asking for some ideas to boost UCA goals. If your parish is at 75% of goal or lower, please feel free to reach out to me and I will be happy to send you some ideas as to how you might be able to get closer to or hopefully meet your goal. I will be sending out information next week to anyone who has reached out, so if you would like to be included in that email, let me know! Praying you have a wonderful rest of the week. Thank you for all that you do!

Sincerely,

Dana L. Stone
 Director of Appeals & Creative Services
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St. Meinrad Parish Fall 2019	
Parish Goal	\$10,741
Amount Pledged	\$7,231
% of Goal	67%
Total \$'s Received	\$4,451
Parish Households	221
# of Pledges	37
Parish Participation	17%
Archdiocesan Support	
UCA Goal necessary to support ministry needs	\$6.5 M
Dollars raised to date	\$4,936,779
% of goal achieved	76%
# of pledges	12,305
% of participation (from the nearly 72,093 households in the archdiocese)	17%
Archdiocesan UCA Participation Goal for 2019-20	25%

Emailed by Cindy Riley on behalf of Dana Stone

Summary of the Pastoral and Strategic Initiatives 2010-2020

2010

Strengthen the overall Catholic identity of the parish and a greater understanding of Catholic prayer and worship within our parish family

Add and strengthen liturgical ministries, identify leadership and form ministers for serving in these ministries

Introduce and incorporate First Friday Devotions (Eucharistic Adoration & Confession), Saturday Morning Confession, Stations of the Cross, Funeral Visitation at Church into our parish family

Bolster the Faith Formation Program and Activities (Children's Liturgy of the Word, Preschool - Grade 12, SPRED, Adult, RCIA, VBS) for lifelong faith formation.

Bolster and broaden Service & Outreach Programs and Activities (local, regional and international) for our parish family

Make the most of a community with a good work ethic – “hands on and getting tasks done” to grow in our catholic tradition and culture

Incorporate groups and former celebrations (sodalities, fall picnic, family day, parish workdays in the spring & fall, St. Meinrad Day celebration) to grow our parish family

2015

Recruit and establish a pastoral council with commissions to activate and focus the “hands on and getting tasks done” mentality and work ethic found in our parish family

Parish family to actively participate, complete and incorporate the results of *Connected in the Spirit* to begin in the Fall 2015

Undergo and complete a feasibility study for a common space for programs and activities, including worship space for Sunday and Holy Day Masses, Sacramental formation and celebrations, bereavements support, youth and young adult, feast day and annual celebrations

Strengthen our identity and digital footprint, including a common logo, seasonal advertising, shirts, website, eBulletin, eCalendar, add and update signage (local, onsite and indoor)

Host a Parish Mission

Focus our mission & ministry with evangelization and hospitality as major and ongoing themes

2016

Evaluate, develop, incorporate and sustain ministry to families, teens, young adults, adults, and seniors for initial and on-going formation for parish family

Promote deanery-wide collaboration and communication of scheduled time for Sunday and Holy Day Masses, Confession and Exposition of the Blessed Sacrament

Pastoral, liturgical and social (programs and activities) needs defined by the youth & young adults with our parish family

Enhance the needs and opportunities for sacramental preparation for young families within our parish family keeping in mind geographic boundaries, school corporations and home-schooled families.

Recruit and establish a pastoral council with commissions to activate and focus the “hands on and getting tasks done” mentality and work ethic found in our parish family (continued from 2015, council reestablished in 2015)

2017

Identify and employ a practical model for communication, consultation, innovation and evaluation of parish resources, including pastoral staff, volunteers, and pastoral council by undergoing a comprehensive human resource assessment. **(Do we have the essential human resources needed to sustain and strengthen the mission and life of our parish family?)**

Text to follow is a summary of Johnson, Grossnickle and Associates of Greenwood, Indiana, Goedde Consulting, LLC of Evansville, Indiana and various efforts by the pastoral staff to identify present and future staffing needs and to balance recent and measurable growth in ministries, programs, and activities. An increase in membership and financial stability now found in both parishes (all debts paid: steeple loan (SB) and removal of former school building (SM) and no longer using endowment interest for operation) addressing the above initiatives:

- Clarify who is recruiting and coordinating volunteers for liturgical & pastoral ministries, programs and activities
- Identify primary parish contact for pastoral needs, ministries, programs and activities
- Clarify the primary onsite parish contact at the main entrance
- Parish members surveyed continue to question office efficiency, staff's ability to hear, triage, delegate, route, and complete tasks.
 - Parish members surveyed continue to question office space and accessibility for favored confidentiality for communicating pastoral needs, in phone conversations, office visits, occasions for pastoral care and counseling for individuals, couples and families while on site. Parishioners express there is no privacy when waiting for an appointment. They can overhear conversations among staff and other parishioners whether on the phone with a staff member, onsite visiting the parish office or serving as a volunteer.
 - Parishioners express an inconsistency in service when attempting to request general information. Also, when scheduling sacraments, space reservations, an appointment with the pastor or another staff member, seeking hours of operation, and how and where to access office space when the office looks closed or is locked upon arrival through appointment previously scheduled.
 - Parishioners surveyed feel the staff is unprepared to receive scheduled appointments; at times, the staff appears to give the impression that they are being bothered by walk-ins and scheduled appointments. Waiting spaces vary and at times it needed to be cleaned or straightened up depending on what appears to be available.
 - The survey communicated a general concern that staff does not have the resources to complete tasks, provide general information and answer base questions, which in time may interrupt the overall capacity for anticipated growth. Furthermore, a lack

of resources will not support the anticipated workload a capital campaign will demand through its phases, keeping in mind the previously mentioned areas of concern expressed by parishioners.

- A successful campaign requires constituent trust as well as providing the needed infrastructure for regular data management while sustaining the necessary support for recording and acknowledging gifts in a timely way. During the phases of a campaign, the parish's position and momentum for moving forward with its identified benchmarks for organizational growth and membership support already visible through a steady effort in strategic planning and exhibited in recent years through gained financial stability and an increased capacity for parish life and ministry must continue to be firmly in place as a priority.

2018

Implement a strong Long-Range Planning & Stewardship Commission to set a course and do the 'heavy lifting' for the future of our parish family

Define an Evangelization and Faith Formation Program to actively form parishioners and invite and form fallen away adult Catholics, lost parishioners and families/households

Continue to develop a comprehensive Liturgical Music Program including the viable and parish-supported program for the young church to be formed in with the expectation of leading others in the liturgical life of the church found in the tradition of the church's liturgy and music

Identify and Train Coordinators for Liturgical and Pastoral Ministries

Wedding Sacristans for hospitality, practicality, and safety for Saint Boniface and Saint Meinrad parishes

Hospitality of funeral home greeters both at the funeral home and church on funeral days, evaluate resources of bereavement luncheons

Continue to develop programs, activities and written content for website to meet pastoral realities

2019

Pastoral Council opted to not engage the in annual day for strategic planning and advised pastor to review and engage needed recourse to address 2017 pastoral initiatives questions

2020

Production of a parish handbook

Implementation and oversight of a comprehensive parish data management system

Production of a written policy to be distributed to the various funeral homes that serve the parish

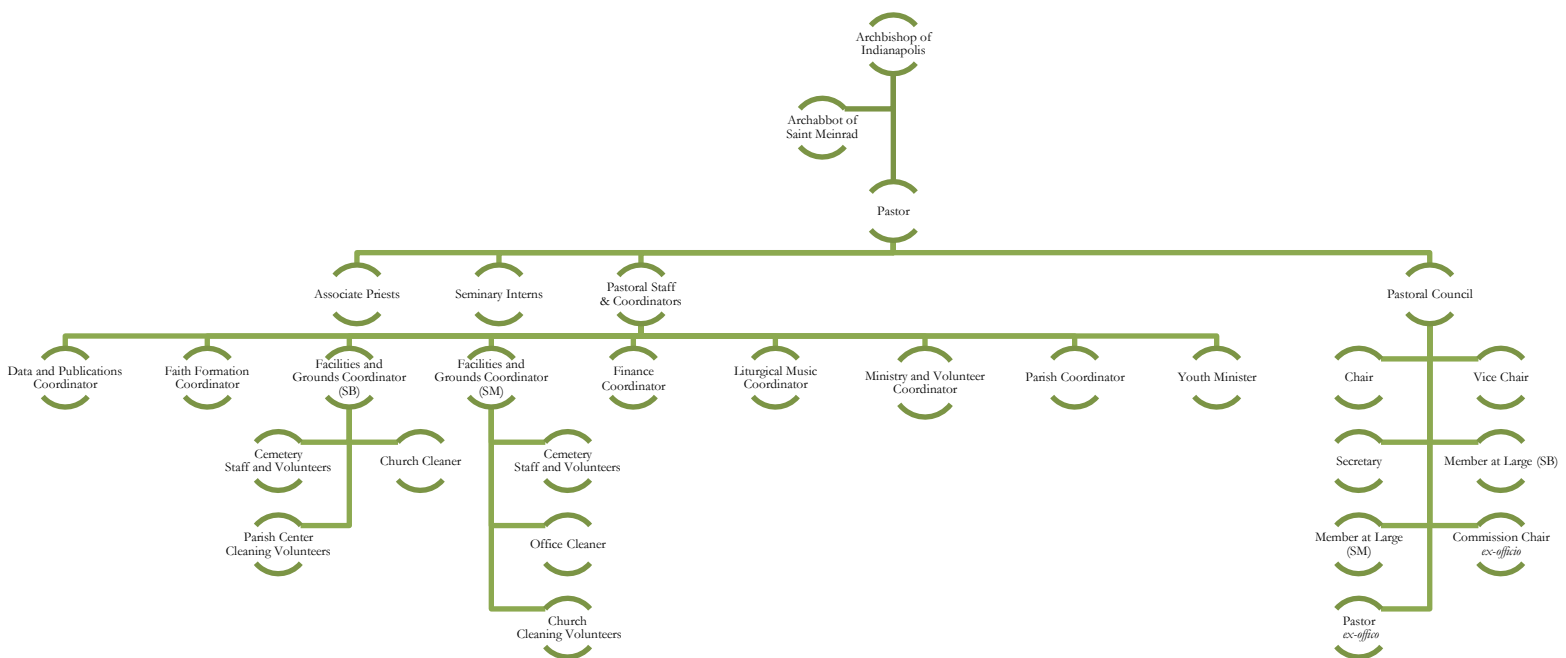
A new vision for lifelong faith formation within our parish family



**ORGANIZATIONAL CHART
 PASTORAL STAFF AND COORDINATORS**

APPENDIX F

PARISH LEADERSHIP



REVISED NOVEMBER 2019

POSITION TITLE: Parish Coordinator
LOCATION: Parish Office: Work Station: Room C
STATUS: Regular-time
FLSA: Non-Exempt
REPORTS TO: Pastor
SUPERVISES: None
DATE: February 1, 2020

PURPOSE:

The Parish Coordinator serves as a key point of contact for the pastor, pastoral staff and coordinators, parishioners, and the general public. This person understands the overall parish mission and is responsible for conducting administrative tasks to serve in an efficient manner the parishes of St. Boniface and St. Meinrad in Spencer County, Indiana. All information maintained by this individual is kept current, accurate, and confidential, as private. The incumbent serves the above constituents by being a knowledgeable resource and works diligently to be welcoming and cooperative to all and understands and visibly practices Catholic Social Teaching of the Catholic Church and applies it in relation to the parish policies and procedures as defined by the Archdiocese of Indianapolis.

ESSENTIAL FUNCTIONS:

- Responsible for developing and maintaining a monthly log of repetitive duties with clear and proactive dates for implementation, activation and completion of tasks within the scope of the **PURPOSE** and **ESSENTIAL FUNCTIONS** of defined responsibilities and in collaboration with other members of the pastoral staff and coordinators. (This log is to be on file at the employee's work station. The log will be assessed during the annual performance review completed in the month of hire.)
- Respond to methods of communication including, but not limited to, phone messages, emails and other forms of written communication, approved parish communication and social media platforms
- Direct and forward information to the pastor, pastoral staff and coordinators in a timely manner and has the ability to follow-up with constituents
- Provide clerical assistance to the pastoral staff, coordinators, pastoral council, commissions, and cemetery caretakers with an ability to assemble and distribute correspondence in proper form, including the timely editing, printing and posting of the weekly bulletin and scheduled mailings
- Maintain, process and provide accurate sacramental records, notifications and acknowledgements, including, but not limited to, Baptism, First Communion, Confirmation, Marriage, Annulment, Initiation of Adults and Record of Death
- Manage space reservations and maintain central key controls of all facilities
- Initiate, coordinate and implement processes for oversight and usage of utilities, HVAC, computer network, phone system, security system and other parish infrastructures in collaboration with vendors and contracted services
- Serve as the central contact for inventory control and purchasing, review and approve requisitions for purchase. Confer with suppliers to obtain product or service information such as price, availability, delivery, and negotiate and monitor automatic shipping with approved vendors. Prepare purchase orders and forward copy to supplier and commission

chair or other individuals making requests. Manage inventory to determine if materials on hand are in sufficient quantity. Expedite and confirm shipment and delivery of goods to users as defined

- Work in collaboration with facilities and grounds coordinator to identify and address any facilities and grounds issues or problems that arise
- Initiate, process and maintain employment applications and internship documentation, assist in employment activities according to the new hire guidelines provided by the archdiocese (October 2017), ensure new co-worker or intern has been enrolled in the necessary parish-based communication and software platform and has completed the prerequisite awareness training for youth and vulnerable adult protection required by the archdiocese and has a current and correct level of background checks completed before preparing new hire orientation packet for use by the pastor and other pastoral staff, and confirm notifications from outside services while accumulating employee file to be managed and secured by the pastor
- Initiate and coordinate the process for invoice payments and payment proposals, process check payments to be fulfilled by the Finance Coordinator in compliance with policies and procedures of the archdiocese and in conjunction with an approved third-party auditor
- Assist Finance Coordinator, in collaboration with the cemetery caretaker, to record grave locations, utilizing approved cemetery management software platform
- Answer phones and greet visitors with professional and pastoral etiquette while providing hospitality and reception services as needed
- Attend Pastoral Council Meetings as requested

Other duties assigned as necessary including participation in regular cross training with on-site parish employees to ensure the efficient functioning of the pastoral ministry and parish life.

EXPERIENCE AND TRAINING:

Requires 2+ years of administrative and bookkeeping experience and/or an associate's degree in business administration, accounting, bookkeeping or a similar field. Requires strong computer, data processing and accounting skills and must be able to utilize Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word). The ideal candidate should be well organized and detail-oriented, possess strong interpersonal skills, and exhibit strong leadership and time management for scheduling, observing and completing deadlines.

REQUIRED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Microsoft Office applications, specifically Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word) and approved parish communication and social media platforms to support outside services, including, but not limited to, website, Flocknote, and Ministry Scheduler Pro
- Proficiency in Excel, Outlook and Word preferred
- Working knowledge of business English, spelling, grammar, and punctuation
- Basic accounting principles

- Office practices, procedures, and equipment operations

ABILITY TO:

- Understand the work and initiatives to be accomplished by the pastor, Pastoral Council and commissions and prioritize work accordingly
- Reprioritize work responsibilities on a daily basis to adapt to changing needs and requests of pastoral staff
- Utilize approved software platforms to enhance data collection and storage to keep up-to-date records and produce current and accurate reports
- Maintain electronic and hard copy files that are organized, clearly marked, and able to be accessed and used by others
- Collaborate with pastoral staff and other faith-based and community entities
- Communicate clearly and effectively in writing and verbally
- Ability to compose, type and assemble information into proper form from outlined instructions or established procedures, compose routine letters and other forms of acknowledgement, understand and follow multifaceted oral and written instructions, and adhere to established practices and procedures
- Anticipate and prepare for annual parish programs and activities with a proactive approach
- Manage multiple tasks efficiently and provide follow-through to completion in a timely manner
- Be friendly and cooperative when interacting with parishioners and guests in person and by phone and in other forms of communication
- Respond promptly to requests for information and/or resources offering knowledgeable guidance
- Provide empathetic listening to parishioners or guests in times of instability, trauma and/or grief and work to resolve areas of concern, as appropriate
- Maintain a clean and organized workspace, taking scheduled periods for rest and lunch in appropriate facilities
- Maintain the highest level of confidentiality and exercise discretion
- Complete the required awareness training for youth and vulnerable adult protection mandated by the archdiocese and have a current and correct level of background checks completed as defined by archdiocesan and parish policies and procedures

The Parish Coordinator must be committed to fulfilling the mission, vision and purpose of his/her ministerial role as envisioned by the document *You Are the Face of the Church: Ten Guidelines for Effective Ministry* and to the policies and procedures defined for co-workers by the Archdiocese of Indianapolis.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time, with or without notice.

This job description will be reviewed with the employee upon hire, semiannually and for the yearly performance review completed during the month of hire. The employee's required signature on their job description indicates that it has been shared with the employee, the employee understands the responsibilities and expectations of the job, and that the employee believes the job description to be an accurate representation of the duties.

POSITION TITLE: Ministry & Volunteer Coordinator
LOCATION: Parish Office: Work Station: Room A
STATUS: Part-time (not to exceed 24 hours weekly)
FLSA: Non-Exempt
REPORTS TO: Pastor
SUPERVISES: None
DATE: February 1, 2020

PURPOSE:

The Ministry & Volunteer Coordinator serves as a key point of contact for the pastor, pastoral staff and coordinators, parishioners, and the general public. This person understands the overall parish mission and is responsible for providing hospitality and reception services, coordinates various ministries, program and activities, including scheduling and organizing volunteers for the parishes of St. Boniface and St. Meinrad in Spencer County, Indiana. All information maintained by this individual is kept current, accurate, and confidential, as private. The incumbent serves the above constituents by being a knowledgeable resource and works diligently to be welcoming and cooperative to all and understands and visibly practices Catholic Social Teaching of the Catholic Church and applies it in relation to the parish policies and procedures as defined by the Archdiocese of Indianapolis.

ESSENTIAL FUNCTIONS:

- Responsible for developing and maintaining a monthly log of repetitive duties with clear and proactive dates for implementation, activation and completion of tasks within the scope of the **PURPOSE** and **ESSENTIAL FUNCTIONS** of defined responsibilities in collaboration with other members of the pastoral staff and coordinators. (This log is to be on file at the employee's work station. The log will be assessed during the annual performance review completed in the month of hire.)
- Initiate and coordinate active recruitment of volunteers for ministry, programs and activities
- Coordinate ministry, program and activity volunteers by maintaining good communication and developing and clearly outlining volunteer expectations for various ministries, programs, and activities
- Ensure volunteer has completed the prerequisite awareness training for youth and vulnerable adult protection required by the archdiocese and parish policies and procedures and has a current and correct level of background check completed before preparing ministry, program, activity and volunteer cycle
- Answer phones and greet visitors with professional and pastoral etiquette while providing hospitality and reception services
- Support the pastor and in preparing for liturgical celebrations
- Coordinate, schedule and promote programs and activities, e.g., the celebration of the sacraments (communal anointing of the sick and penance services), faith formation and

youth programs, JOY (Just Older Youth), vocation cross

- Initiate, coordinate and schedule aspects of pastoral care and service and outreach in collaboration with the pastoral staff, commissions and advocates for the Pastoral Ministries and Activities Commission and Service and Outreach Commission, while monitoring and acknowledging parishioner accomplishments from womb to tomb, including, but not limited to, the birth of a child, ministry of care through scheduling the Meal Train, parishioner visits to the sick, homebound and infirm and the timely reception of cards throughout the year; Bereavement Ministry at the time of death and in aftercare
- Respond to methods of communication including; but not limited to; phone messages, emails and other forms of written communication, approved parish communication and social media platforms
- Attend Pastoral Council Meetings as requested

Other duties assigned as necessary including participation in regular cross training with on-site parish employees to ensure the efficient functioning of the pastoral ministry and parish life.

EXPERIENCE AND TRAINING:

Requires 2+ years of administrative and/or an associate's degree in business administration.

Requires strong computer, data processing and accounting skills and must be able operate within Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word). The ideal candidate should be well organized and detail-oriented, possess strong interpersonal skills, and exhibit strong leadership and time management for scheduling, observing and completing deadlines.

REQUIRED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Microsoft Office applications, specifically Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word) and approved parish communication and social media platforms to support outside services, including, but not limited to, website, Flocknote and Ministry Scheduler Pro.
- Proficiency in Excel, Outlook and Word preferred
- Working knowledge of business English, spelling, grammar and punctuation
- Office practices, procedures, and equipment operations

ABILITY TO:

- Understand the work and initiatives to be accomplished by the pastor, Pastoral Council and commissions and prioritize work accordingly
- Reprioritize work responsibilities on a daily basis to adapt to changing needs and requests of the pastoral staff
- Utilize approved software to enhance data collection and storage to keep up-to-date records and produce current and accurate reports
- Maintain electronic and hard copy files that are organized, clearly marked, and able to be

accessed and used by others

- Collaborate with pastoral staff and other faith-based and community entities
- Communicate clearly and effectively in writing and verbally
- Ability to compose, type and assemble information into proper form from outlined instructions or established procedures, compose routine letters and other forms of acknowledgement, understand and follow multifaceted oral and written instructions, and adhere to established practices and procedures
- Anticipate and prepare for annual parish programs and activities with a proactive approach
- Manage multiple tasks efficiently and provide follow-through to completion in a timely manner
- Be friendly and cooperative when interacting with parishioners and guests in person and by phone and in other forms of communication
- Respond promptly to requests for information and/or resources offering knowledgeable guidance
- Provide empathetic listening to parishioners or guests in times of instability, trauma and/or grief and work to resolve areas of concern, as appropriate
- Maintain a clean and organized workspace, taking scheduled periods for rest and lunch in appropriate facilities
- Maintain the highest level of confidentiality and exercise discretion
- Complete the required awareness training for youth and vulnerable adult protection mandated by the archdiocese and have a current and correct level of background checks completed as defined by archdiocesan and parish policies and procedures

The Ministry and Volunteer Coordinator must be committed to fulfilling the mission, vision and purpose of his/her ministerial role as envisioned by the document *You Are the Face of the Church: Ten Guidelines for Effective Ministry* and to the policies and procedures defined for coworkers by the Archdiocese of Indianapolis.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time, with or without notice.

This job description will be reviewed with the employee upon hire, semiannually and for the yearly performance review completed during the month of hire. The employee's required signature on their job description indicates that it has been shared with the employee, the employee understands the responsibilities and expectations of the job, and that the employee believes the job description to be an accurate representation of the duties.

POSITION TITLE: Finance Coordinator
LOCATION: Parish Office: Work Station: Room B
STATUS: Part-time (not to exceed 24 hours weekly)
FLSA: Non-Exempt
REPORTS TO: Pastor
SUPERVISES: None
DATE: August 15, 2019

PURPOSE:

The Finance Coordinator serves as a key point of contact for the pastor, pastoral staff and coordinators, parishioners, and the general public. This person understands the overall parish mission and is responsible for conducting financial tasks to serve in an efficient manner the parishes of St. Boniface and St. Meinrad in Spencer County, Indiana. All information maintained by this individual is kept current, accurate, and confidential, as private. The incumbent serves the above constituents by being a knowledgeable resource and works diligently to be welcoming and cooperative to all and understands and visibly practices Catholic Social Teaching of the Catholic Church and applies it in relation to the parish policies and procedures as defined by the Archdiocese of Indianapolis.

ESSENTIAL FUNCTIONS:

- Responsible for developing and maintaining a monthly log of repetitive duties with clear and proactive dates for implementation, activation and completion of tasks within the scope of the **PURPOSE** and **ESSENTIAL FUNCTIONS** of defined responsibilities and in collaboration with other members of the pastoral staff and coordinators. (This log is to be on file at the employee's work station. The log will be assessed during the annual performance review completed in the month of hire.)
- Maintain an accurate filing, record keeping and reporting system for financial matters and prepare the monthly, quarterly, and annual reports for the archdiocese, parish and government reporting
- Calculate analysis of financial matters for the pastor, pastoral council and commissions and provide guidance to the above constituents for analysis of stewardship for Sunday and Holy Day and other financial matters for short-term and long-term investment, endowment and use of restricted funds, including approved charitable gaming accounts
- Record and provide written acknowledgement for financial gifts, including IRS guidelines for charitable giving
- Provide quarterly and annual financial records to parishioners utilizing approved financial software platforms
- Work in collaboration with financial institutions, the archdiocese and a third-party auditor for financial oversight to uphold risk management efforts and mitigate loss
- Manage accounts payable utilizing approved financial software platforms and approved methods for purchasing and payments of goods and services
- Manage accounts receivable, prepare receipts and confirm payments for goods and services utilizing approved financial software platforms in compliance with policies and procedures of the archdiocese in conjunction with an approved third-party auditor
- Supervise and prepare all payroll matters, including benefits, administration and required tax filings to be approved as needed by the pastor or his delegate
- Confirm payment of cemetery plot, utilizing cemetery management and approved financial

software platforms

- Assist the Finance Commission to prepare, administer and review the budget process in collaboration with the pastor
- Assist the Finance Commission in presenting the budget to the Pastoral Council for approval and in annual reporting to parishioners
- Initiate and coordinate resources for approved fundraising and charitable gaming (parish-based organizations, programs and activities) from planning to audit, including but not limited to preparing charitable gaming forms, licenses, and permits
- Record and confirm Mass Offering Intentions with approved parish financial software platforms and public calendar and issue the disbursement of stipends
- Attend Pastoral Council Meetings as requested

Other duties assigned as necessary including participation in regular cross training with on-site parish employees to ensure the efficient functioning of the pastoral ministry and parish life.

EXPERIENCE AND TRAINING:

Requires 2+ years of administrative and bookkeeping experience and/or an associate's degree in business administration, accounting, bookkeeping or a similar field. Requires strong computer, data processing and accounting skills and must be able to utilize Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word). The ideal candidate should be well organized and detail-oriented, possess strong interpersonal skills, and exhibit strong leadership and time management for scheduling, observing and completing deadlines.

REQUIRED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Microsoft Office applications, specifically Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word) and approved parish communication and social media platforms to support outside services, including, but not limited to, website, Flocknote and Ministry Scheduler Pro.
- Proficiency in Excel, Outlook and Word preferred
- Working knowledge of business English, spelling, grammar and punctuation
- Office practices, procedures, and equipment operations

ABILITY TO:

- Understand the work and initiatives to be accomplished by the pastor, Pastoral Council and commissions and prioritize work accordingly
- Reprioritize work responsibilities on a daily basis to adapt to changing needs and requests of pastoral staff
- Utilize approved software to enhance data collection and storage to keep up-to-date records and produce current and accurate reports

- Maintain electronic and hard copy files that are organized, clearly marked, and able to be accessed and used by others
- Communicate clearly and effectively in writing and verbally
- Manage multiple tasks efficiently and provide follow-through to completion in a timely manner
- Be friendly and cooperative when interacting with parishioners and guests in person and by phone and in other forms of communication
- Respond promptly to requests for information and/or resources offering knowledgeable guidance
- Maintain a clean and organized workspace, taking scheduled periods for rest and lunch in appropriate facilities
- Maintain the highest level of confidentiality and exercise discretion
- Complete the required awareness training for youth and vulnerable adult protection mandated by the archdiocese and have a current and correct level of background checks completed as defined by archdiocesan and parish policies and procedures

The Finance Coordinator must be committed to fulfilling the mission, vision and purpose of his/her ministerial role as envisioned by the document *You Are the Face of the Church: Ten Guidelines for Effective Ministry* and to the policies and procedures defined for co-workers by the Archdiocese of Indianapolis.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time, with or without notice.

This job description will be reviewed with the employee upon hire, semiannually and for the yearly performance review completed during the month of hire. The employee's required signature on their job description indicates that it has been shared with the employee, the employee understands the responsibilities and expectations of the job, and that the employee believes the job description to be an accurate representation of the duties.

POSITION TITLE: Data Management and Publications Coordinator
LOCATION: Parish Office: Work Station: Room B
STATUS: Part-time (not to exceed 10 hours weekly)
FLSA: Non-Exempt
REPORTS TO: Pastor
SUPERVISES: None
DATE: February 1, 2020

PURPOSE:

The Data Management and Publications Coordinator serves as a key point of contact for the pastor, pastoral staff and coordinators, parishioners, and the general public. This person understands the overall parish mission and is responsible for conducting administrative tasks to serve in an efficient manner the parishes of St. Boniface and St. Meinrad in Spencer County, Indiana. All information maintained by this individual is kept current, accurate, and confidential, as private. The incumbent serves the above constituents by being a knowledgeable resource and works diligently to be welcoming and cooperative to all and understands and visibly practices Catholic Social Teaching of the Catholic Church and applies it in relation to the parish policies and procedures as defined by the Archdiocese of Indianapolis.

ESSENTIAL FUNCTIONS:

DATA MANAGEMENT

- Responsible for developing and maintaining a monthly log of repetitive duties with clear and proactive dates for implementation, activation and completion of tasks within the scope of the **PURPOSE** and **ESSENTIAL FUNCTIONS** of defined responsibilities and in collaboration with other members of the pastoral staff and coordinators. (This log is to be on file at the employee's work station. The log will be assessed during the annual performance review completed in the month of hire.)
- Proactively initiate, monitor, maintain and report parishioner census membership information as requested to approved agencies, collaborators and vendors
- Proactively track and report parishioner activity to the pastoral staff as needed, utilizing approved software platforms
- Update co-worker, intern and parishioner records including commission membership, liturgical ministries, program and activity volunteers, including the verification of up-to-date youth and vulnerable adults protection and the correct level of background checks completed
- Ensure that census and ministry databases are updated on a weekly basis
- Create and generate reports to assist in pastoral matters, strategic planning and growth
- Attend Pastoral Council Meetings as requested

PUBLICATIONS

- Responsible for developing and maintaining a monthly log of repetitive duties with clear and proactive dates for implementation, activation and completion of tasks within the scope of the **PURPOSE** and **ESSENTIAL FUNCTIONS** of defined responsibilities and in collaboration with other members of the pastoral staff and coordinators. (This log is to be

on file at the employee's work station. The log will be assessed during the annual performance review completed in the month of hire.)

- Initiate, implement and maintain the master calendar for all physical spaces, in collaboration with pastoral staff, pastoral council, liturgical ministries and parish-based ministries, programs and activities
- Initiate, coordinate and implement continuous content development for the parish website, weekly bulletin, and other forms of general communication with a focus on parishioner end use promoting multi-generational ease and manageable integration while in collaboration with contracted outside service providers
- Support the ministry volunteer coordinator and Liturgical Music Coordinator in scheduling and distributing schedules as requested
- Attend Pastoral Council Meetings as requested

Other duties assigned as necessary including participation in regular cross training with on-site parish employees to ensure the efficient functioning of the pastoral ministry and parish life.

EXPERIENCE AND TRAINING:

Requires 2+ years of administrative and bookkeeping experience and/or an associate's degree in business administration, accounting, bookkeeping or a similar field. Requires strong computer, data processing and accounting skills and must be able to utilize Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word). The ideal candidate should be well organized and detail-oriented, possess strong interpersonal skills, and exhibit strong leadership and time management for scheduling, observing and completing deadlines.

REQUIRED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Microsoft Office applications, specifically Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word) and approved parish communication and social media platforms to support outside services, including, but not limited to, website, Flocknote, and Ministry Scheduler Pro
- Proficiency in Excel, Outlook and Word preferred
- Working knowledge of business English, spelling, grammar, and punctuation
- Office practices, procedures, and equipment operations

ABILITY TO:

- Understand the work and initiatives to be accomplished by the pastor, Pastoral Council and commissions and prioritize work accordingly
- Reprioritize work responsibilities on a daily basis to adapt to changing needs and requests of pastoral staff
- Utilize approved software platforms to enhance data collection and storage to keep up-to-date records and produce current and accurate reports
- Maintain electronic and hard copy files that are organized, clearly marked, and able to be

accessed and used by others

- Collaborate with pastoral staff and other faith-based and community entities
- Communicate clearly and effectively in writing and verbally
- Ability to compose, type and assemble information into proper form from outlined instructions or established procedures, compose routine letters and other forms of acknowledgement, understand and follow multifaceted oral and written instructions, and adhere to established practices and procedures
- Anticipate and prepare for annual parish programs and activities with a proactive approach
- Manage multiple tasks efficiently and provide follow-through to completion in a timely manner
- Be friendly and cooperative when interacting with parishioners and guests in person and by phone and in other forms of communication
- Respond promptly to requests for information and/or resources offering knowledgeable guidance
- Provide empathetic listening to parishioners or guests in times of instability, trauma and/or grief and work to resolve areas of concern, as appropriate
- Maintain a clean and organized workspace, taking scheduled periods for rest and lunch in appropriate facilities
- Maintain the highest level of confidentiality and exercise discretion
- Complete the required awareness training for youth and vulnerable adult protection mandated by the archdiocese and have a current and correct level of background checks completed as defined by archdiocesan and parish policies and procedures

The Parish Coordinator must be committed to fulfilling the mission, vision and purpose of his/her ministerial role as envisioned by the document *You Are the Face of the Church: Ten Guidelines for Effective Ministry* and to the policies and procedures defined for co-workers by the Archdiocese of Indianapolis.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time, with or without notice.

This job description will be reviewed with the employee upon hire, semiannually and for the yearly performance review completed during the month of hire. The employee's required signature on their job description indicates that it has been shared with the employee, the employee understands the responsibilities and expectations of the job, and that the employee believes the job description to be an accurate representation of the duties.

POSITION TITLE: Faith Formation Coordinator
LOCATION: Parish Office: Work Station: Room B
STATUS: Part-time (not to exceed 10 hours weekly)
FLSA: Non-Exempt
REPORTS TO: Pastor
SUPERVISES: None
DATE: August 15, 2019

PURPOSE:

The Faith Formation Coordinator serves as a key point of contact for the pastor, pastoral staff and coordinators, parishioners, and the general public. This person understands the overall parish mission and is responsible for overseeing faith formation programs and activities, including sacramental preparation. The coordinator is also charged with identifying, promoting and integrating these resources for parish and home-based parishioners throughout the liturgical year as found in catholic tradition and lived experience of the church and for the parishes of St. Boniface and St. Meinrad in Spencer County, Indiana. All information maintained by this individual is kept current, accurate, and confidential, as private. The incumbent serves the above constituents by being a knowledgeable resource and works diligently to be welcoming and cooperative to all and understands and visibly practices Catholic Social Teaching of the Catholic Church and applies it in relation to the parish policies and procedures as defined by the Archdiocese of Indianapolis.

ESSENTIAL FUNCTIONS:

- Responsible for developing and maintaining a monthly log of repetitive duties with clear and proactive dates for implementation, activation and completion of tasks within the scope of the **PURPOSE** and **ESSENTIAL FUNCTIONS** of defined responsibilities and in collaboration with other members of the pastoral staff and coordinators. (This log is to be on file at the employee's work station. The log will be assessed during the annual performance review completed in the month of hire.)
- Participate in archdiocesan continuing formation and education opportunities for promoting and integrating parish-based faith formation
- Integrate approved catechetical resources in order to become a resource for program coordinators and catechists
- Initiate and manage the parish-based program in collaboration and consultation with the pastoral staff, interns and the Faith Formation Commission.
- Recruit and retain qualified program coordinators and catechists
- Set and implement a parish and home-based preparation and formation program and activities calendar, including the summer months, to be approved by the Faith Formation Commission and confirmed by the Pastoral Council
- Effectively manage and use approved parish-based software platforms to communicate and support pastoral staff, interns, volunteers, participants and families
- Maintain inventory and submit program and facility supply requests for purchase to the Parish Coordinator
- Initiate and manage enrollment of program participants with approved parish-based software in collaboration with the Parish Coordinator for data entry and for the generation of reports for enrollment, program census, classroom management and risk-management
- Work in collaboration with Facilities & Grounds Coordinator recommending facility

upgrades and requests for capital expenditure to be considered by the Finance Commission or other consultative bodies, for approval or to seek further assistance

- Attend Pastoral Council Meetings as requested

Other duties assigned as necessary including participation in regular cross training with on-site parish employees to ensure the efficient functioning of the pastoral ministry and parish life.

EXPERIENCE AND TRAINING:

Requires 2+ years of administrative and/or an associate's degree in business administration. Requires strong computer, data processing and accounting skills and must be able operate within Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word). The ideal candidate should be well organized and detail-oriented, possess strong interpersonal skills, and exhibit strong leadership and time management for scheduling, observing and completing deadlines.

REQUIRED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Microsoft Office applications, specifically Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word) and approved parish communication and social media platforms to support outside services, including, but not limited to, website, Flocknote and Ministry Scheduler Pro.
- Proficiency in Excel, Outlook and Word preferred
- Working knowledge of business English, spelling, grammar and punctuation
- Office practices, procedures, and equipment operations

ABILITY TO:

- Understand the work and initiatives to be accomplished by the pastor, Pastoral Council and commissions and prioritize work accordingly
- Reprioritize work responsibilities on a daily basis to adapt to changing needs and requests of pastoral staff
- Utilize approved software to enhance data collection and storage to keep up-to-date records and produce current and accurate reports
- Maintain electronic and hard copy files that are organized, clearly marked, and able to be accessed and used by others
- Collaborate with pastoral staff and other faith-based and community entities
- Communicate clearly and effectively in writing and verbally
- Ability to compose, type and assemble information into proper form from outlined instructions or established procedures, compose routine letters and other forms of acknowledgement, understand and follow multifaceted oral and written instructions, and adhere to established practices and procedures
- Anticipate and prepare for annual parish programs and activities with a proactive approach
- Manage multiple tasks efficiently and provide follow-through to completion in a timely manner

- Be friendly and cooperative when interacting with parishioners and guests in person and by phone and in other forms of communication
- Respond promptly to requests for information and/or resources offering knowledgeable guidance
- Provide empathetic listening to parishioners or guests in times of instability, trauma and/or grief and work to resolve areas of concern, as appropriate
- Maintain a clean and organized workspace, taking scheduled periods for rest and lunch in appropriate facilities
- Maintain the highest level of confidentiality and exercise discretion
- Complete the required awareness training for youth and vulnerable adult protection mandated by the archdiocese and have a current and correct level of background checks completed as defined by archdiocesan and parish policies and procedures

The Faith Formation Coordinator must be committed to fulfilling the mission, vision and purpose of his/her ministerial role as envisioned by the document *You Are the Face of the Church: Ten Guidelines for Effective Ministry* and to the policies and procedures defined for co-workers by the Archdiocese of Indianapolis.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time, with or without notice.

This job description will be reviewed with the employee upon hire, semiannually and for the yearly performance review completed during the month of hire. The employee's required signature on their job description indicates that it has been shared with the employee, the employee understands the responsibilities and expectations of the job, and that the employee believes the job description to be an accurate representation of the duties.

APPENDIX G

Date : 02/14/2020						
Time : 9:42:38 AM						
St. Boniface Parish (#076)						
Historic St. Boniface Catholic Church, Inc.						
St. Boniface Parish Cemetery, Inc.						
Spencer County, Indiana						
June 2019						
	FY 2016-2017	FY 2017-2018	FY 2018-2019			
Balance Sheet						
Assets						
Cash						
1010.000 - Regular Checking	\$5,282.77	\$2,517.98	\$14,085.20			
1020.000 - Picnic Checking - Gaming	\$6,517.97	\$5,576.39	\$694.23			
Total Cash		\$11,800.74	\$8,094.37			\$14,779.43
ADLF Deposit						
1040.000 - ADLF General	\$1,635.24	\$639.77	\$644.60			
1041.000 - ADLF Cemetery	\$6,448.60	\$6,497.14	\$1,166.42			
1044.000 - ADLF Rectory Fund	\$52,853.75	\$54,739.60	\$55,151.56			
1047.000 - ADLF Church Window & Door Fund	\$93.09	\$4,650.70	\$9,316.27			
1048.000 - ADLF Bless Our House	\$1,155.07	\$6,050.94	\$692.82			
1049.000 - ADLF 175th Fulda/Town Anniversary	\$2,936.21	\$2,958.30	\$2,980.57			
1050.000 - ADLF 175th Church Anniversary	\$5,062.41	\$5,100.50	\$5,138.90			
1051.000 - ADLF Parish Center Capital Improvement	\$42.71	\$2.93	\$2,970.10			
1052.000 - ADLF Ch Hist Building Cap Improvement	\$4.17	\$4.17	\$4.17			
1053.000 - ALDF Grounds	\$91.29	\$92.00	\$92.71			
1054.000 - ADLF Summer Picnic Start-Up	\$1,808.44	\$6,046.86	\$3,589.06			
1055.000 - ADLF Calamity Fund	\$0.00	\$0.00	\$1.00			
1056.000 - ADLF Teaching & Technology	\$0.00	\$0.00	\$793.02			
1057.000 - ALDF Town of Fulda Endowment Fund	\$0.00	\$0.00	\$2,875.48			
Total ADLF Deposit		\$72,130.98	\$86,782.91			\$85,416.68
Endowment						
Perpetual Cemetery Care	\$7,826.89	\$9,981.42	\$10,794.68			
Pastoral Ministries & Activities	\$15,801.66	\$17,417.34	\$18,427.23			
Historic Church Care & Maintenance	\$55,049.31	\$62,900.96	\$65,590.86			
Total Endowment		\$78,677.86	\$90,299.72			\$94,812.77
Total Assets		\$162,609.58	\$185,177.00			\$195,008.88
Liabilities						
Total Liabilities	\$0.00	\$0.00	\$0.00			
Net Total		\$162,609.58	\$185,177.00			\$195,008.88

Date: 02/14/2020

Time: 9:39:04 AM

St. Boniface Parish (#076)

Historic St. Boniface Catholic Church, Inc.

St. Boniface Parish Cemetery, Inc.

Spencer County, Indiana

Revenue and Expense Summary		FY 2016-2017	FY 2017-2018	FY 2018-2019
Revenues				
ORDINARY INCOME				
Regular Income				
Stewardship: Sunday & Holy Day		\$102,896.18	\$101,450.14	\$101,983.74
Stewardship: Restricted Gifts & Contributions		\$10,597.11	\$13,729.22	\$15,339.18
Other Income		\$3,185.61	\$4,508.53	\$10,963.55
Faith Formation		\$1,151.00	\$2,631.00	\$337.00
Fundraising		\$56,358.90	\$41,494.42	\$72,796.95
Interest and Investment		\$635.76	\$609.11	\$670.44
Revenue from previous fiscal year booked in 2016-2017 - 2015 Pizza Sales, 2016 Fish Fry and Spring Social	\$	32,720.93	\$ -	\$ -
Revenue over (under) Spencer County Bi-centennial	\$	-	\$11,157.68	\$ -
Total Regular Income		\$207,545.49	\$175,580.10	\$202,090.86
Cemetery				
Cemetery		\$470.00	\$1,675.00	\$5,365.00
Total Cemetery		\$470.00	\$1,675.00	\$5,365.00
Total ORDINARY INCOME		\$208,015.49	\$177,255.10	\$207,455.86
EXTRAORDINARY INCOME				
Chancery & Other Collections		\$522.00	\$1,886.30	\$2,772.27
Endowment Income (reinvested into the fund since 2010)		\$120.00	\$3,762.00	\$489.00
Bequests		\$0.00	\$0.00	\$0.00
United Catholic Appeal Rebates		\$236.25	\$987.75	\$0.00
Capital Campaign		\$1,082.00	\$2,785.00	\$6,865.00
Total EXTRAORDINARY INCOME		\$1,960.25	\$9,421.05	\$10,126.27
Total Revenues		\$209,975.74	\$186,676.15	\$217,582.13
Expenses				
ORDINARY EXPENSE				
Regular Expense				
Salary: Pastoral Staff		\$23,576.06	\$25,665.94	\$29,979.72
Benefits: Pastoral Staff		\$8,356.99	\$9,505.28	\$11,091.35
Other (parish subscription - Sunday and Holy Day stewardship envelopes, outside services - IT, website, communion and social media platforms)		\$8,729.08	\$10,315.89	\$8,697.13
Training and Education - continued formation and education for staff and volunteers		\$1,570.50	\$1,011.07	\$204.64
Spiritual Life - evangelization, worship, sacristy, bereavement, seasonal advertising and decoration		\$13,010.87	\$15,420.77	\$15,775.42
Other Expense - cathedraticum, parish subscription, Criterion (\$22. per household)		\$15,709.29	\$15,085.88	\$13,729.11
Outreach		\$1,856.40	\$1,456.31	\$1,728.09
Utilities		\$13,168.69	\$14,082.03	\$15,591.17
Maintenance & Property (does not include budgeted capital expenditures)		\$38,039.00	\$33,545.68	\$38,809.92
Faith Formation		\$6,866.59	\$8,365.97	\$5,890.64
Heritage, Fundraising and Marketing		\$17,385.03	\$15,281.51	\$14,691.95
Expense over (under) Spencer County Bi-centennial	\$	-	\$ -	\$ 11,593.39
Total Regular Expense		\$148,268.50	\$149,736.33	\$167,782.53
Cemetery				
Cemetery		\$810.00	\$1,528.08	\$1,466.19
Total Cemetery		\$810.00	\$1,528.08	\$1,466.19
Total ORDINARY EXPENSE		\$149,078.50	\$151,264.41	\$169,248.72
EXTRAORDINARY EXPENSE				
Chancery & Other Collection		\$522.00	\$1,886.30	\$2,772.27
Capital		\$70,830.39	\$19,079.64	\$38,763.31
Endowment		\$120.00	\$3,762.00	\$1,479.00
Total EXTRAORDINARY EXPENSE		\$71,472.39	\$24,727.94	\$43,014.58
Total Expenses		\$220,550.89	\$175,992.35	\$212,263.30
Net Total		(\$10,575.15)	\$10,683.80	\$5,318.83

Date: 02/14/2020

Time: 9:47:57 AM

St. Meinrad Parish (#137)

St. Meinrad Catholic Church, Inc.

St. Meinrad Parish Cemetery, Inc.

Spencer County, Indiana

June 2019

FY 2016-2017

FY 2017-2018

FY 2018-2019

Balance Sheet**Cash**

1010.000 - Regular Checking

\$30,048.79

\$5,302.61

\$21,579.65

1020.000 - Fall Picnic Checking - Gaming

\$6,433.65

\$11,629.80

\$10,325.90

Total Cash

\$36,482.44

\$16,932.41

\$31,905.55

ADLF Deposit

1040.000 - ADLF General

\$12,016.50

\$12,500.30

\$12,594.38

1041.000 - ADLF Cemetery

\$19.98

\$492.81

\$1,848.21

1042.000 - ADLF Capital Improvement

\$35,203.43

\$35,468.36

\$35,735.30

1045.000 - ADLF Legacy For Our Mission

\$5,663.98

\$2,491.55

\$2,510.31

1046.000 - ADLF Fall Picnic Start-Up

\$6,016.66

\$6,059.38

\$6,101.04

1047.000 - ADLF St. Elizabeth Aid Society

\$5,308.96

\$5,348.91

\$5,389.17

1048.000 - ADLF Bless Our House

\$7,027.32

\$17,616.79

\$22,559.39

1049.000 - ADLF Capital Campaign-Building Fund

\$32,857.56

\$47,987.56

\$154,652.88

1050.000 - ADLF NCYC

\$2,195.00

\$2,496.38

\$2,515.17

1051.000 - ADLF Calamity Fund

\$0.00

\$0.00

\$1.00

1052.000 - ADLF Teaching & Technology

\$0.00

\$0.00

\$5,192.90

1053.000 - ADLF Church Endowment Fund

\$0.00

\$0.00

\$325.30

Total ADLF Deposit

\$106,309.39

\$130,462.04

\$249,425.05

Endowments

Perptual Cemetery Care

\$22,277.59

\$27,653.85

\$36,749.89

Pastoral Ministries & Activities

\$13,961.76

\$16,201.78

\$18,494.03

Church Care & Maintenance

\$0.00

\$105.00

\$325.00

Total Endowment

\$36,239.35

\$43,960.63

\$55,568.92

Total Assets

\$179,031.18

\$191,355.08

\$336,899.52

Liabilities

\$0.00

\$0.00

\$0.00

Total Liabilities

\$0.00

\$0.00

\$0.00

Net Total

\$179,031.18

\$191,355.08

\$336,899.52

Date : 02/14/2020

Time : 9:43:04 AM

St. Meinrad Parish (#137)

St. Meinrad Catholic Church, Inc.

St. Meinrad Parish Cemetery, Inc.

Spencer County, Indiana

Revenue and Expense Summary		FY 2016-2017	FY 2017-2018	FY 2018-2019
Revenues				
ORDINARY INCOME				
Regular Income				
Stewardship: Sunday & Holy Day		\$128,349.10	\$135,002.72	\$149,004.38
Stewardship: Restricted Gifts & Contributions		\$32,676.50	\$28,790.48	\$26,701.89
Other Income		\$13,236.19	\$6,757.61	\$9,443.80
Faith Formation		\$1,551.00	\$3,052.00	\$812.00
Fundraising		\$32,424.78	\$32,906.77	\$31,025.50
Interest and Investment		\$600.18	\$773.74	\$1,411.93
Total Regular Income		\$208,837.75	\$207,283.32	\$218,399.50
Cemetery				
Cemetery		\$5,498.00	\$12,757.00	\$12,757.00
Total Cemetery		\$5,498.00	\$12,757.00	\$12,757.00
Total ORDINARY INCOME		\$214,335.75	\$220,040.32	\$231,156.50
EXTRAORDINARY INCOME				
Chancery & Other Collections		\$1,822.00	\$3,820.37	\$4,613.50
Endowment Income (reinvested into the fund since 2010)		\$2,672.66	\$2,302.00	\$3,658.00
Bequests		\$26,290.54	\$0.00	\$2,000.00
United Catholic Appeal Rebates		\$0.00	\$391.50	\$0.00
Capital Campaign		\$22,773.23	\$29,666.00	\$106,388.93
Total EXTRAORDINARY INCOME		\$53,558.43	\$36,179.87	\$116,660.43
Total Revenues		\$267,894.18	\$256,220.19	\$347,816.93
Expenses				
ORDINARY EXPENSE				
Regular Expense				
Salary: Pastoral Staff		\$35,714.50	\$37,995.21	\$38,117.75
Benefits: Pastoral Staff		\$12,885.93	\$13,189.65	\$13,355.85
Other (parish subscription - Sunday and Holy Day stewardship envelopes, outside services - IT, website, communion and social media platforms)		\$9,508.93	\$11,541.84	\$9,621.54
Training and Education - continued formation and education for staff and volunteers		\$1,820.89	\$1,381.10	\$195.66
Spiritual Life - evangelization, worship, sacristy, bereavement, seasonal advertising and decoration		\$21,939.59	\$23,998.66	\$26,454.75
Other Expense - cathedraicum, parish subscription, Criterion (\$22. per household)		\$21,407.08	\$57,045.46	\$24,586.77
Outreach		\$2,898.50	\$2,736.51	\$4,108.29
Utilities		\$12,822.04	\$14,369.28	\$13,693.45
Maintenance & Property (does not include budgeted capital expenditures)		\$24,663.88	\$20,185.35	\$20,644.49
Faith Formation		\$10,544.00	\$18,549.75	\$6,603.51
Heritage, Fundraising and Marketing		\$19,261.88	\$21,614.05	\$18,500.37
Total Regular Expense		\$173,467.22	\$222,606.86	\$175,882.43
Cemetery				
Cemetery		\$18,322.13	\$17,322.10	\$16,126.50
Total Cemetery		\$18,322.13	\$17,322.10	\$16,126.50
Total ORDINARY EXPENSE		\$191,789.35	\$239,928.96	\$192,008.93
EXTRAORDINARY EXPENSE				
Chancery & Other Collection		\$1,822.00	\$3,820.37	\$4,613.50
Capital		\$10,164.63	\$565.75	\$8,146.85
Endowment		\$2,672.66	\$6,872.00	\$6,949.50
Total EXTRAORDINARY EXPENSE		\$14,659.29	\$11,258.12	\$19,709.85
Total Expenses		\$206,448.64	\$251,187.08	\$211,718.78
Net Total		\$61,445.54	\$5,033.11	\$136,098.15

Fundraising Income = Utilities + Maintenance and Property Expense (\$5,061.14) (\$1,647.86) (\$3,312.44)