

APPENDIX E

Diocese of Oakland Position Classification System And Salary Scales For Lay Parish Employees

Table of Contents

Clarifications and Definitions	Page E-1
Classification System Grid	Page E-2
Position Classification and Salary Ranges	Page E-4
Pay Scales	Page E-6
Per-Service Musician Stipend Guidelines	Page E-7
<u>Ministry Staff (Exempt) Positions</u>	
Lay Ecclesial Minister Definition	Page E-8
Adult Faith Formation Series	Page E-9
Business Manager Series	Page E-11
Liturgical Ministry Series	Page E-13
Music Ministry Series	Page E-15
Parish Life Director Series	Page E-17
Pastoral Associate/Pastoral Assistant Series	Page E-19
Pastoral Ministry Series	Page E-21
Religious Education Series	Page E-23
Youth Ministry Series	Page E-25
<u>Support Staff (Non-Exempt) Job Series</u>	
Bookkeeper Series	Page E-27
Housekeeper/Cook Series	Page E-28
Maintenance Series	Page E-29
Office Manager / Secretary Series	Page E-31

PARISH EMPLOYEES NEED TO BE CLASSIFIED ACCORDING TO ONE OF THE ATTACHED LISTED JOB CLASSIFICATIONS.

Clarifications and Definitions:

Working Titles and Classification Titles

The working titles of positions in parishes will not always coincide with the classification titles contained in this document. It is therefore important to compare the job descriptions of parish positions rather than the tables against the classification descriptions in this document when determining the classification level of parish positions. Comparison of titles alone rather than full descriptions may result in inappropriate placements of positions.

Positions Covering Multiple Ministries or Fields

Often in parishes, responsibilities from several ministries or fields will be combined in the same position (e.g., Youth Ministry and Religious Education or Secretary, Receptionist and Bookkeeper). The following guidelines are presented to assist in classifying such positions appropriately.

1. If one ministry or field clearly predominates in time commitment, use that classification or series.
2. If no single ministry predominates, use the Pastoral Ministry/Associate Series for Ministry positions.
3. For Support Staff Positions, if no field predominates, use the classification or series which covers the highest-level work performed for a significant portion of time. Focus initially on the lowest level classification description in which this work appears.

Definitions:

***NACPA** = National Association of Church Personnel Administrators. This is the Group that researches the appropriate placement for the various diocesan salary classifications.

***CPI** - Consumer Price Index. This is set each year by a federal study. The diocese uses the CPI from October of one year to the October of the next.

***FLSA** ó Fair Labor Standards Act

Parish Size Categories

The parish size categories used in this document are defined in terms of the number of households registered in the parish in the studies conducted by NACPA.

Parish Size	Number of Household in Parish
Small	Less than 500
Medium	500 - 1,500
Large	Over 1,500
Very Large	Over 2,500

Work Week

Salary Scales in this document are based on a 37.5-40-hour workweek. Salaries that are less than 37.5-40 hours should be prorated.

FLSA Status

The employee's status as defined in the Fair Labor Standards Act. Please see the Diocese of Oakland Personnel Policies (page 13) for more explanation.

Professional Job Classification System

Below is a general description of job classifications 1-6

- ❖ M1--Entry-level position. Person would most likely be learning on the job and lack sufficient training/education and experience. Pastor or other designated staff member works closely with them in a direct supervisory role. Does not have supervisory responsibilities.
- ❖ M2--Primarily responsible for a single program or department in a mid-sized or larger parish, or multiple programs or departments in a small parish. May supervise volunteers and contract workers.
- ❖ M3--Supervises volunteers and support staff in a comprehensive program or department in a mid-sized to large parish or multiple programs or departments in a small parish.
- ❖ M4--Supervises volunteers and support staff in a comprehensive ministry with several programs at a mid-sized to large parish.
- ❖ M5--Supervises professional ministerial staff, support staff and volunteers. Is responsible for administrating a small parish or several program(s) or department(s) in a mid-sized to large parish.
- ❖ M6--Supervises professional ministerial staff, support staff and volunteers. Is responsible for administrating a large parish.

Diocese of Oakland Position Classification System

MINISTRY STAFF (EXEMPT) Position SERIES

	M-1	M-2	M-3	M-4	M-5	M-6
Adult Faith Form		Adult Faith Form Coordinator		Adult Faith Form Dir.		
Business Manager		Business Manager I		Business Manager II	Business Manager III	
Liturgical Ministry		Liturgist I		Liturgist II		
Music Ministry	Liturgical Musician		Music Director I		Music Director II	
Parish Life Director					Parish Life Director I	Parish Life Director II
Pastoral Assoc./Asst.			Past. Assoc./Asst. I	Past. Assoc./Asst. II		
Pastoral Ministry	Pastoral Minister I		Pastoral Minister II			
Religious Education	RE Administrator		RE Coordinator	DRE I	DRE II	
Youth Ministry	Youth Minister I		Youth Ministry Coordinator I	Youth Ministry Coordinator II		

SUPPORT STAFF (NON-EXEMPT) Position SERIES

	S-1	S-2	S-3	S-4	S-5	S-6
Bookkeeper				Bookkeeper I	Bookkeeper II	
Housekeeper / Cook		Housekeeper / Cook I	Housekeeper/ Cook II			
Maintenance			Maintenance Helper/Custodian	Maintenance Worker	Maintenance Supervisor I	Maintenance Supr. II
Receptionist/Office Helper	Seasonal / Student	Office Helper/Receptionist I	Office Helper Receptionist II			
Admin. Assistant/Secretary/Office Manager				Secretary I	Admin. Assistant/ Secretary II	Office Manager

Child Care

Child Care

Technological Support

Technological Support

Position Classification and Salary Ranges

SYSTEM MAINTENANCE

Appendix E ó page 4

January 2019

Initial Hire Rate:**Employees new to the Diocese of Oakland**

Employees new to the Diocese of Oakland are hired at a salary amount within the minimum of the range. Employees coming from another Diocese are given year for year credit for their service in that Diocese up to five years service.

Employees moving from one site within the Diocese to another

Employees moving from one site of the Diocese to another in the same or similar position are given full credit for prior years of service when being placed on salary scale. They begin as probationary employees at the new site or when they change positions at the same site.

Annual Adjustments:**Cost of Living Increase**

Each September the Presbyteral Council shall be presented CPI of the past year as determined in September. This information shall be given by the Finance Department to BAC and then to the Presbyteral Council. The Presbyteral Council shall vote in October on the recommended salary increase for Parish Employees for the next calendar year.

Differential Percentage Increase Based upon Range Placement

Higher percent increases should be given to persons at the lower end of the pay range and lower percent increases to persons at the higher end of the range. Such methods provide for gradual movement through the pay ranges for employees and avoid providing increases that are too high at the top of the range and too low at the bottom of the range. For instance: The minimum of the range could increase 6% - the midpoint - 5% and the maximum - 4% in a particular year. An employee should reach the midpoint of the range after 5-7 years of service in a position.

Adjustments to Pay Ranges:

Pay ranges should be updated every year and a comprehensive review done, if possible, every three (3) years to keep in line with the current salaries in the job market.

Human Resources will evaluate the compensation system regularly (usually at 3 year intervals), with the help of a task force.

MANDATORY SALARY MINIMUMS - PARISH LAY EMPLOYEES
 2019 PAY SCALES FOR PARISHES IN THE DIOCESE OF OAKLAND

MINISTRY STAFF (EXEMPT) JOB SERIES

	M-1	M-2	M-3	M-4	M-5	M-6
ANNUAL RATE (12 months, 40 hour week)						
Minimum	42,217	44,162	49,465	55,403	63,727	75,175
Midpoint	50,719	55,201	61,798	69,235	79,615	93,956
Maximum	59,186	66,267	74,183	83,093	95,580	112,737
HOURLY RATES (Based on 40 hour week)						
Minimum	20.30	21.23	23.78	26.64	30.64	36.14
Midpoint	24.38	26.54	29.71	33.29	38.28	45.17
Maximum	28.45	31.86	35.67	39.95	45.95	54.20

SUPPORT STAFF (NON-EXEMPT) JOB SERIES

	Student Help	S-2	S-3	S-4	S-5	S-6
HOURLY RATES						
Minimum	13.80	14.13	15.97	18.36	21.23	24.68
Midpoint	13.80	16.63	18.79	21.59	25.07	29.06
Maximum	13.80	19.15	21.59	24.85	28.82	33.42
ANNUAL RATE (12 months, 40 hour week)						
Minimum		29,387	33,210	38,183	44,163	51,340
Midpoint		34,594	39,074	44,914	52,138	60,440
Maximum		39,824	44,914	51,692	59,948	69,517

4.3% COLA increase for 2019

PER-SERVICE MUSICIANS STIPEND GUIDELINES

(2019 SCALE . Represents 4.3% COLA Increase)

PER-SERVICE PAYMENT OF SUBSTITUTE OR ADDITIONAL MUSICIANS

Since the amount of skill and training varies greatly among musicians, the following serves as a guide upon which parishes may base their payments.

A simple service is one where no choir, soloist, or other additional instrumentalists are involved and liturgical planning and/or rehearsal time does not exceed one-half hour before Mass.

A choir rehearsal would normally require up to two hours of the musician's time.

A special service may involve the hiring of additional music ministers for a single service (such as a special celebration, Easter Vigil, Christmas). On these occasions, additional musicians may be needed as instrumentalists, cantor/song leaders, choir directors, ensemble leaders, or principal organists.

	Liturgical Musician	Music Director I	Music Director II
	Basic Skill	Advanced Skill	Proficient Skill
Simple Service	80 - 117	117 - 159	159 - 196
Service with choir	117 - 159	154 - 196	196 - 237
Choir Rehearsal	64 - 95	92 - 125	125 - 159
Additional Service per Trip	64 - 95	92 - 125	125 - 159
Special Service	80 - 159	154 - 276	276 - 315

FUNERAL, WEDDING AND ETHNIC CELEBRATION STIPENDS

The musician should be paid according to the stipend schedule which follows. The parish should make the family aware of the appropriate stipend.

	Liturgical Musician	Music Director I	Music Director II
	Basic Skill	Advanced Skill	Proficient Skill
Base Fee With One Consultation	80 - 159	158 - 238	238 - 315
Wedding Rehearsal	+ 49	+ 64	+ 80
Rehearsal with Cantor or Soloist	+ 49	+ 64	+ 80
Rehearsal with Other Instrumentalists	+ 49	+ 64	+ 80
Extra rehearsal with Other Musicians	+ 49	+ 64	+ 80

Lay Ecclesial Minister Definition

In the Diocese of Oakland, a Lay Ecclesial Minister is called and authorized to particular leadership in the local Church, in collaboration with the pastoral ministry of the ordained. S/he is a fully initiated faithful Catholic who exercises parish leadership, responding to a discerned call, authenticated by competent ecclesial leadership. (Definition approved by Bishop Allen Vigneron in 2007.)

The United States Conference of Catholic Bishops website on Lay Ecclesial Ministry refers to their 2005 statement *Co-workers in the Vineyard of the Lord* in addressing the questions *What is lay ecclesial ministry? Who are lay ecclesial ministers?* (See *Co-Workers*, pp. 10-11):

The term lay ecclesial ministry reflects certain key realities. Lay ecclesial ministry is:

- Lay because it is service done by lay persons. The sacramental basis is the Sacraments of Initiation, not the Sacrament of Ordination.
- Ecclesial because it has a place within the community of the Church, whose communion and mission it serves, and because it is submitted to the discernment, authorization, and supervision of the hierarchy.
- Ministry because it is the work by which Christians participate in the threefold ministry of Christ, who is priest, prophet, and king and continue his mission and ministry in the world.

Lay ecclesial ministers are women and men whose ecclesial service (lay ecclesial ministry) is characterized by:

- Authorization of the hierarchy to serve publicly in the local church
- Leadership in a particular area of ministry
- Close mutual collaboration with the pastoral ministry of bishops, priests, and deacons
- Preparation and formation appropriate to the level of responsibilities that are assigned to them

The following understandings should be kept in mind:

- The term *lay ecclesial minister* is generic.
- *Lay ecclesial minister* is not itself a specific position title. It is not used in order to establish a new rank or order among the laity.
- It is the responsibility of the bishop, or his delegate, in accord with the norms of canon law, to identify the roles that most clearly exemplify lay ecclesial ministry. Application of the term may vary from diocese to diocese.

In the parishes, Lay Ecclesial Ministers are full time employees with job classifications M1, M2, M3, M4, M5 or M6 (see appendix E).



Job Title: Director of Adult Faith Formation

Department: Faith Formation

Job Grade: M-4

Category: Exempt

Reports to: Pastor

Position Overview:

The Director of Adult Faith Formation, with direction from the Pastor, is responsible for directing, facilitating and conducting a number of adult faith activities and programs in the parish. The goal of the Director of Adult Faith Formation is to help adult parishioners nurture a love and devotion to their Catholic faith and identity. The Director of Adult Faith Formation ensures that the curriculum, volunteers, and the implementation of all Adult Faith Formation programs support the teachings of the Church and encourage opportunities for involvement in parish life.

Essential Job Functions:

- Volunteer Management
 - Recruits, interviews, trains, supervise and evaluate volunteers for all levels of involvement in the Adult Faith Formation programs.
 - Ensures Safe Environment compliance to Diocesan guidelines for Adult Faith Formation volunteers.
- Communication
 - Issues communications in various forms (mail, email, webpage, phone, etc.) to increase contact and flow of information among all who participate in the programs.
 - Integrates and complements the activities of the parish community into all Adult Faith Formation programs.
 - Ensures that all curricula for all Adult Faith Formation programs support the teachings of the Catholic Church and the Parish mission statement.
- Curriculum Development
 - Reviews and order textbooks/online curricula for all Adult Faith Formation programs.
 - Reviews all parish program calendars to ensure no conflicts.
- Spiritual and Professional Growth
 - Encourages and provides ongoing formation for volunteers and staff members.
 - Continues professional development and spiritual enrichment through professional reading, seminars, conferences, retreats and institutes, while keeping continuing education costs within budget guidelines.
- Administrative Functions
 - Develops and/or reviews the annual budget for the Adult Faith Formation department.

- Timely submits bills and consistently reviews department expenses to ensure compliance with budget.
- Parish Leadership
 - Integrates and complements the activities of the parish community into the Adult Faith Formation programs.
 - Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

Non-Essential Job Functions:

- Participates in Faith Formation meetings, monthly Pastoral Staff Meetings and Staff Retreat days.
- Attends meetings as necessary with ministry leaders and other parish leaders.
- Attends Diocesan meetings related to Adult Faith Formation.
- Attend parish functions when possible.

Requirements:

- A practicing Roman Catholic with an informed understanding of Vatican II and how it applies to the mission of the parish.
- Master's Degree in Religious Studies or related field/or equivalent experience and education.
- Strong spiritual leadership skills.
- Excellent interpersonal, management, communications, public speaking, and presentation skills
- Must have skills necessary to organize and implement large, program-wide events.
- Good software skills, including Microsoft Office (or equivalent), PDS, Constant Contact, etc.
- Must be able to have flexibility in work hours

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Coordinator of Adult Faith Formation: M-2 Exempt

Responsible for conducting and directing adult faith activities and established programs in a parish. The program at this level does not possess the breadth described by the Director level. 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 speaker series. The position operates with oversight and assistance provided by the pastor and requires a Bachelor's Degree in a related field or equivalent experience and education.



Job Title: Business Manager III

Department: Administration

Job Grade: M-5

Category: Exempt

Reports to: Pastor

Position Overview:

The Business Manager III assists the Pastor in the leadership, personnel, facility and financial management of the Parish by managing the implementation and maintenance of policies and procedures required by the Diocese and by civil law.

Essential Job Functions:

- Financial Management
 - Directs the development and implementation of the parish budget.
 - Supervises the counting and deposits of all offerings and receipts.
 - Review the monthly bank reconciliations for all parish accounts.
 - Reviews all monthly and yearly financial statements.
 - Attends Finance Council meetings.
- Human Resources/Personnel Administration
 - Reviews all payroll functions.
 - Establishes and maintains employee job descriptions.
 - Administers salaries and benefits programs.
 - Ensures all staff and volunteers are compliant with Diocesan Safe Environment requirements.
- Facilities Management
 - Supervises any major repair and renovation.
 - Reviews proposed maintenance, repair and construction contracts.
 - Assures the condition and cleanliness of all church structures meet expected conditions.
 - Maintains security and safety of church properties.
 - Presents any large facility expenditures to the Pastor and Finance Council for approval.
- Administrative Responsibilities
 - Consults with and advises the Pastor on business, administrative and operational matters.
 - Directs the management of the parish office.
 - Attends pastoral staff, Parish Council, Finance Council and Diocesan meetings.
- Parish Leadership
 - Ensures that all parish decisions and strategies are based on the parish mission.
 - Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

Non-Essential Job Functions:

- Performs job functions of staff when needed, i.e. sick days, vacation, etc.
- Participates in Pastoral Staff Meetings and Staff Retreat days.
- Attend parish functions when possible.

Requirements:

- Strong knowledge of the Roman Catholic liturgy with an informed understanding of Vatican II and how it applies to the mission of the parish.
- Bachelor's Degree in Business or Accounting and previous experience as a Business Manager.
- Excellent organizational skills required

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Business Manager II: M-4 Exempt

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.

Business Manager I: M-2 Exempt

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



Job Title: Liturgist II

Department: Liturgy

Job Grade: M-4

Category: Exempt

Reports to: Pastor

Position Overview:

The Liturgist II is 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. The goal of the Liturgist is to help parishioners nurture a love and devotion to their Catholic faith and identity through the liturgy.

Essential Job Functions:

- Design and Coordination of Comprehensive Liturgical Program
 - Plans and develops the full liturgical cycle, including special liturgical events during major liturgical seasons.
 - Coordinates liturgical teams and committees.
 - Supervises the parish music program.
 - Schedules presiders, lectors, communion ministers, services, musicians, ushers and sacristans.
 - Conducts a liturgical education program.
 - Coordinates the evaluation of overall parish liturgical needs.
- Volunteer Management
 - Manages, supervises, and prepares all liturgical ministers.
 - Builds a strong volunteer base through effective recruiting and motivation.
 - Ensures Safe Environment compliance to Diocesan guidelines for liturgical volunteers.
- Spiritual and Professional Growth
 - Continues professional development and spiritual enrichment.
- Administrative Responsibilities
 - Responds to messages on a timely basis.
 - Develops and/or reviews the annual budget for the liturgy department.
 - Timely submits bills and consistently reviews department expenses to ensure compliance with budget.
- Parish Leadership
 - Integrates and complements the activities of the parish into the liturgical programs.
 - Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

Non-Essential Job Functions:

- Participates in Pastoral Staff Meetings and Staff Retreat days.
- Attends ministry leader, other parish leader and diocesan meetings as necessary.
- Attend parish functions when possible.

Requirements:

- Strong knowledge of the Roman Catholic liturgy with an informed understanding of Vatican II and how it applies to the mission of the parish.
- Master's Degree in Theology or related field or the equivalent in education and experience.
- Excellent interpersonal, communications, public speaking, and presentation skills.
- Must be able to work independently with little supervision.
- Must have skills necessary to organize and implement large, program-wide events.
- Must be able to have flexibility in work hours.
- Excellent organizational skills required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Liturgist I: M-2 Exempt

Responsible for the design and coordination of an extensive liturgical program. The program will ordinarily be less comprehensive than that described under Liturgist II but will include planning and development of the full liturgical cycle, coordinated scheduling, supervision of musicians and an active liturgical committee. The Liturgist I classification typically requires a Bachelor's Degree in Theology or equivalent experience and education.

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



Job Title: Music Director II

Department: Music

Job Grade: M-5

Category: Exempt

Reports to: Pastor

Position Overview:

The Music Director II, with the direction from the Pastor, is responsible for planning and coordinating a comprehensive parish music program. The goal of the Music Director is to help parishioners nurture a love and devotion to their Catholic faith and identity through music.

Essential Job Functions:

- Supervision/Personnel
 - Manages, supervises, and prepares all music ministers.
 - Administers staff contracts, performance evaluations, time sheets, etc.
 - Builds a strong volunteer base through effective recruiting and motivation.
 - Cooperates with the Pastor, clergy and staff with music needs of special celebrations.
- Choir Management
 - Prepares and directs all choirs for Sunday liturgies and specialized celebrations.
 - Supervises and prepares volunteer cantors as liturgical music ministers for all liturgies.
- Preparation and General Supervision
 - Supervises expansion and maintenance of music, instruments and general sound system needs.
 - Prepares mock-up of worship aids or song sheets.
 - Integrates and complements the activities of the parish community into all music related events and publications.
 - Ensures that all activity of the music programs support the teachings of the Catholic Church and the parish mission statement.
- Spiritual and Professional Growth
 - Continues professional development and spiritual enrichment.
- Administrative Responsibilities
 - Responds to messages on a timely basis.
 - Develops and/or reviews the annual budget for the music ministry department.
 - Timely submits bills and consistently reviews department expenses to ensure compliance with budget.
- Parish Leadership
 - Integrates and complements the activities of the parish into the music programs.
 - Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

Non-Essential Job Functions:

- Participates in Pastoral Staff Meetings and Staff Retreat days.
- Attends ministry leader, other parish leader and diocesan meetings as necessary.
- Attend parish functions when possible.

Requirements:

- Strong knowledge of the Roman Catholic liturgy with an informed understanding of Vatican II and how it applies to the mission of the parish.
- Bachelor's Degree in Music (Masters of Music preferred) or the equivalent in education and experience.
- Excellent interpersonal, communications, public speaking, and presentation skills.
- Must be able to work independently with little supervision.
- Must have skills necessary to organize and implement large, program-wide events.
- Must be able to have flexibility in work hours.
- Excellent organizational skills required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Music Director I: M-3 Exempt

Plans and coordinates one or more musical ensembles. The music program under a Music Director I will be less extensive than that described under Music Director II. The Music Director I may plan for the needs of the ensemble and cantors and provide them with direction and some training. The Music Director I may accompany or lead many of the liturgical services in the parish.

Liturgical Musician: M-1 Exempt

Responsible for leading or accompanying (on organ, guitar, etc.) the assembly at weekend liturgies and other services (e.g. weddings, funerals). Duties may involve participation in the selection of music. The Liturgical Musician requires musical ability and some knowledge of Roman Catholic liturgy.



Job Title: Parish Life Director II

Department: Faith Formation

Job Grade: M-6

Category: Exempt

Reports to: Canonical Pastor

Position Overview:

The Parish Life Director II is appointed by the Bishop when no qualified priest is available to take a vacant position as resident pastor of a parish. This position is responsible for providing leadership in coordinating the sacramental and temporal needs of the parish. The Parish Life Director is a canonically appointed layperson, religious or deacon who is directly responsible for insuring the daily spiritual and temporal welfare of a parish. The Parish Life Director provides administrative and pastoral leadership for all activities of the parish and relies on the Priest Sacramental Minister (also canonically appointed) and other ordained clergy to implement the sacramental ministry reserved to the clergy.

Essential Job Functions:

- Liturgical/Spiritual
 - Ensures that parish needs for prayer, worship, and spiritual formation are met through the ministry of priests and others.
 - Contacts and schedules priests for the sacraments of Penance, for Eucharist on Sundays, weekdays, and special occasions (funerals, marriages, etc.)
 - Contacts and schedules deacons for appropriate ministries.
 - Presides and gives scriptural reflections at Communion services and other prayer services (vigils, devotions, etc.)
- Pastoral/Formative
 - To assure Sacramental and other care to parishioners in crisis or difficulty (illness, bereavement, hospitalization, alienation.)
 - Encourages and cultivates the talents and gifts of all members of the parish community.
 - Is sensitive to the racial, ethnic, and gender diversity and needs of the parish in worship, leadership and ministry.
 - Fosters and supervises parish ministries of evangelization and catechesis.
- Administrative Responsibilities
 - Hires and supervises parish staff.
 - Collaborates with the parish school Principal to ensure diocesan policies and procedures are observed.
 - Fosters participation of the laity in the parish through collaborative structures (Parish Council, Finance Council, School Board, Liturgy Committees, etc.)
 - Oversees the maintenance of the parish grounds and facilities.
 - Implements diocesan policies.

- Administers the finances of the parish in a responsible manner in consultation with the parish finance council, implementing all diocesan directives in financial matters.
- Parish Leadership
 - Directs parish ministry to the poor in the local community and beyond.
 - Participates in deanery, presbyteral, and other diocesan meetings and projects as appropriate or requested by the Bishop, or the Canonical Pastor.
 - Meets with the Canonical Pastor on a regular monthly schedule, consults with the Canonical Pastor in special or emergency situations and to facilitate communication between the Canonical Pastor and parish leadership.
- Spiritual and Professional Growth
 - Encourages and provides ongoing formation for volunteers and staff members.
 - Continues professional development and spiritual enrichment through professional reading, seminars, conferences, retreats and institutes, while keeping continuing education costs within budget guidelines.

Requirements:

- A practicing Roman Catholic with an informed understanding of Vatican II and how it applies to the mission of the parish.
- Master's Degree in Theological Studies or related field/or equivalent experience and education and 3-5 years of pastoral experience. Significant pastoral experience in the community to be served and Lay Pastoral Ministry Program certification would appropriately substitute for the Master's Degree requirement.
- Past professional Pastoral experience in the Diocese of Oakland.
- Three years documented successful leadership in pastoral care, personnel management.
- Competency in liturgy planning, parish finances expected; familiarity with canon law, diocesan policy highly desirable.
- Five years in parish ministry in at least two sites.
- Pastoral Associate preferred.
- Excellent interpersonal, management, communications, public speaking, and presentation skills
- Must have skills necessary to organize and implement large, program-wide events.
- Good software skills, including Microsoft Office (or equivalent), PDS, Constant Contact, etc.
- Must be able to have flexibility in work hours

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>

Parish Life Director I: M-5 Exempt

Coordinates the daily pastoral care of a small parish. Responsibility may include supervision of full or part-time staff or volunteers. The classification is responsible for coordination of worship, parish finances and religious education.



Job Title: Pastoral Associate/Pastoral Assistant II

Department: Pastoral

Job Grade: M-4

Category: Exempt

Reports to: Pastor or Parish Life Director

Position Overview:

The Pastoral Associate is a professional minister who shares with the pastor, the parish life director or on-site pastoral team in the overall care of the parish. He or she is a member of the parish staff. Rooted and centered in the baptismal gift and the grace of Jesus' call to discipleship, the Pastoral Associate is committed to service to the church. He or she promotes gospel values and growth in holiness, values collaboration and mutuality in mission and ministry, and recognizes the necessity for professional preparation and ongoing formation.

Essential Job Functions:

- Liturgical/Spiritual
 - Collaborates with other parish staff in the preparation of parish sacramental celebrations and rites.
 - May lead communal prayer services, including vigils, final commendation and committal services, and ecumenical celebrations.
 - Preaches when pastorally and canonically appropriate.
- Pastoral/Formative
 - Fosters the faith growth of all members of the parish.
 - Contributes to the initial formation and ongoing development of parish ministries and groups.
 - Assists in the formation of the entire community in understanding the parish mission.
 - Collaborates with other parish staff in providing child, youth and adult religious formation.
 - Shares in the responsibility for the communication of Church teaching and Canon Law.
 - Participates in the pastoral care of individuals suffering from illness, grief, family crises or other.
 - Assists the pastor in developing social consciousness among the staff and parishioners, and responding to the needs of and advocating for the poor and victimized in the community and beyond.
 - Affirms family life and aids parents in their roles.
 - Assists couples regarding marriage and annulment procedures as directed by the Diocesan Tribunal Office.

- Administrative Responsibilities
 - Collaborates closely with the Pastor, parish staff, parish pastoral council, and on occasion, represents the pastor.
 - Collaborates in the overall process of parish administration, including needs assessment, pastoral planning, decision-making, implementation, financial management, building maintenance, etc.
 - Administers/supervises designated parish programs and their staff.
- Parish Leadership
 - Participates in civic and ecumenical activities.
- Spiritual and Professional Growth
 - Encourages and provides ongoing formation for volunteers and staff members.
 - Continues professional development and spiritual enrichment through professional reading, seminars, conferences, retreats and institutes, while keeping continuing education costs within budget guidelines.

Non-Essential Job Functions:

- Participates in Pastoral Staff Meetings and Retreat days, and diocesan and deanery meetings.
- Attend parish functions when possible.
- Stays informed about the diocesan administrative guidelines and policies.

Requirements:

- A practicing Roman Catholic with an in-depth grasp of Church teaching, history, Canon Law, as well as current biblical and pastoral theology.
- Completed in-depth theological and religious studies; a Master's Degree or its equivalent preferred, with a particular emphasis on the pastoral associate's area of interest and giftedness.
- Well-rounded education with an appreciation of the humanities, arts, and literature.
- Five years of pastoral ministry being preferred, with a variety of ministerial experience.
- Has a sense of the history of the parish, as well as knowledge of its current demographics, constituencies, and complexities.
- Must be able to have flexibility in work hours

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Pastoral Associate/Pastoral Assistant I: M-3 Exempt

Serves as a chief assistant to the pastor in the coordination of parish activities and programs in a small or mid-sized parish or provides leadership to a specialized ministry in a mid-sized 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.



Job Title: Pastoral Minister II

Department: Pastoral Care

Job Grade: M-3

Category: Exempt

Reports to: Pastor

Position Overview:

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

Essential Job Functions:

- Design and Coordination of Comprehensive Pastoral Ministry Program
 - Develops pastoral ministry programs 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 and separated, those with special needs such as the disabled, shut-ins, widows, seniors and prisoners.
 - Ensures programs contain service, education, advocacy and action components.
 - Coordinates pastoral ministry teams and committees.
- Volunteer Management
 - Manages, supervises, and prepares all pastoral ministry volunteers and committees.
 - Builds a strong volunteer base through effective recruiting and motivation.
 - Ensures Safe Environment compliance to Diocesan guidelines for volunteers.
- Spiritual and Professional Growth
 - Continues professional development and spiritual enrichment.
- Administrative Responsibilities
 - Responds to messages on a timely basis.
 - Develops and/or reviews the annual budget for the pastoral ministries departments.
 - Timely submits bills and consistently reviews department expenses to ensure compliance with budget.

Non-Essential Job Functions:

- Participates in Pastoral Staff Meetings and Staff Retreat days.
- Attends ministry leader, other parish leader and diocesan meetings as necessary.
- Attend parish functions when possible.

Requirements:

- Bachelor's Degree and experience in parish Pastoral Ministry or related work.
- Excellent interpersonal, communications, public speaking, and presentation skills.
- Must be able to work independently with little supervision.
- Must have skills necessary to organize and implement large, program-wide events.
- Must be able to have flexibility in work hours.
- Excellent organizational skills required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Pastoral Minister I: M-1 Exempt

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

Alternative Titles: Social Justice Minister, Outreach Minister, Pastoral Care Minister, Minister to the Sick, Volunteer Coordinator, Evangelization, etc.



Job Title: Director of Religious Education II

Department: Faith Formation

Job Grade: M-5

Category: Exempt

Reports to: Pastor

Position Overview:

The Director of Religious Education II, with direction from the Pastor, is responsible for providing Christian formation, religious education and sacramental preparation to members of the parish faith community. The goal of the Director of Religious Education is to help adult and children parishioners nurture a love and devotion to their Catholic faith and identity. The Director of Religious Education ensures that the curriculum, volunteers, and the implementation of all religious education programs support the teachings of the Church and encourage opportunities for involvement in parish life.

Essential Job Functions:

- Staff and Volunteer Management
 - Recruits, interviews, trains, supervise and evaluate staff and volunteers for all levels of involvement in religious education programs.
 - Ensures Safe Environment compliance to Diocesan guidelines for staff and volunteers.
- Communication
 - Issues communications in various forms (mail, email, webpage, phone, etc.) to increase contact and flow of information among all who participate in the programs.
 - Integrates and complements the activities of the parish community into all religious education programs.
 - Ensures that all curricula for all religious education programs support the teachings of the Catholic Church and the Parish mission statement.
- Curriculum Development
 - Plan and evaluate program curricula for adults, teens and children.
 - Reviews and order textbooks/online curricula for all religious education programs.
 - Reviews all parish program calendars to ensure no conflicts.
 - Acts as a resource person in methods and some areas of theology.
- Spiritual and Professional Growth
 - Encourages and provides ongoing formation for volunteers and staff members.
 - Continues professional development and spiritual enrichment through professional reading, seminars, conferences, retreats and institutes, while keeping continuing education costs within budget guidelines.
- Administrative Functions
 - Manages the religious education office.
 - Develops and/or reviews the annual budget for the religious education department.
 - Timely submits bills and consistently reviews department expenses to ensure compliance with budget.
- Parish Leadership
 - Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

Non-Essential Job Functions:

- Participates in religious education meetings, Pastoral Staff Meetings and Staff Retreat days.
- Attends meetings as necessary with ministry leaders and other parish leaders.
- Attends Diocesan meetings related to religious education.
- Attend parish functions when possible.

Requirements:

- A practicing Roman Catholic with an informed understanding of Vatican II and how it applies to the mission of the parish.
- MDiv/MA Degree in Religious Studies or related field.
- Three to five years of experience in the religious education field.
- Strong spiritual leadership skills.
- Excellent interpersonal, management, communications, public speaking, and presentation skills
- Must have skills necessary to organize and implement large, program-wide events.
- Good software skills, including Microsoft Office (or equivalent), PDS, Constant Contact, etc.
- Must be able to have flexibility in work hours

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Director of Religious Education I: M-4 Exempt

Directs several dimensions of a comprehensive parish religious education program OR has full responsibility for a less comprehensive parish religious education program. The classification requires an MDiv/MA Degree in Religious Studies or related field with no experience OR graduate level background in theology/catechetics with experience in the field.

Religious Education Coordinator: M-3 Exempt

Responsible for the parish religious education program, utilizing a variety of resources to complement the Coordinator's background and skills. The classification requires a Bachelor's Degree in Religious Studies or related field and parish experience.

Religious Education Administrator: M-1 Exempt

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. This classification requires the related education and experience to perform basic religious education responsibilities.



Job Title: Youth Minister Coordinator II

Department: Faith Formation

Job Grade: M-4

Category: Exempt

Reports to: Pastor

Position Overview:

The Youth Minister Coordinator works directly with the Pastor in providing a parish based pastoral ministry with youth. The Youth Minister Coordinator successfully manages the curriculum, staff and volunteers, and the implementation of programs that support the teachings of the Church and encourage opportunities for involvement in parish life.

Essential Job Functions:

- Staff and Volunteer Management
 - Recruits, interviews, trains, supervise and evaluate staff and volunteers.
 - Ensures Safe Environment compliance for Youth Ministry staff and volunteers.
- Communication
 - Issues communications in various forms (mail, email, webpage, phone, etc.) to increase contact and flow of information among all who participate in the programs.
 - Develops close communication with and mutual support from families of youth.
 - Integrates and complements activities of the parish community into all Youth programs.
- Curriculum Development
 - Incorporates a wide variety of components into the Youth Ministry programs: catechesis, evangelization, social action, community building, spirituality, liturgy, guidance, enablement and advocacy.
 - Ensures that all curricula for all Youth Ministry programs support the teachings of the Catholic Church and the Parish mission statement.
 - Reviews all parish program calendars to ensure no conflicts.
- Spiritual and Professional Growth
 - Encourages ongoing formation for volunteers and staff members.
 - Continues professional development and spiritual enrichment.
- Administrative Functions
 - Develops and/or reviews the annual budget for the Youth Ministry department.
 - Timely submits bills and consistently reviews department expenses.
- Parish Leadership
 - Acts as an advocate for youth to the parish and community.
 - Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

Non-Essential Job Functions:

- Participates in Faith Formation meetings, monthly Pastoral Staff Meetings and Staff Retreat days.
- Attends meetings as necessary with ministry leaders and other parish leaders.
- Attend parish functions when possible.

Requirements:

- A practicing Roman Catholic with an informed understanding of Vatican II and how it applies to the mission of the parish.
- Master's Degree in Theology or related field/or equivalent experience and education; or Bachelor's Degree with a certificate in Youth Ministry; or Bachelor's Degree with substantial experience and graduate level coursework in theology/catechesis.
- Strong spiritual leadership skills.
- Excellent interpersonal, management, communications, public speaking, and presentation skills
- Must have skills necessary to organize and implement large, program-wide events.
- Must be able to have flexibility in work hours

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Youth Ministry Coordinator I: M-3 Exempt

Responsible for a youth ministry program of more limited scope in a parish (i.e. a narrower range of activities and programs than Youth Ministry Coordinator II, often without the responsibility for youth catechesis) or a comprehensive program in a smaller parish. The Youth Ministry Coordinator I may supervise staff consisting primarily of volunteers. Youth Ministry Coordinator I classification requires a Bachelor's Degree and some experience in the field. A certificate in youth ministry is preferred.

Youth Minister: M-1 Exempt

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



Job Title: Bookkeeper II
Department: Administration
Job Grade: S-5
Category: Non-Exempt
Reports to: Business Manager

Position Overview:

The Bookkeeper is responsible for maintaining the financial records of the parish by accurately recording the day to day financial transactions. The Bookkeeper provides timely and accurate financial information to the pastor, business manager, and finance council, and ensures fiscal responsibility in parish operations. The Bookkeeper II performs functions with little direct supervision and only general oversight.

Essential Job Functions:

- Accounts Payable
 - Pay invoices in a timely manner.
 - Monitor cash flow.
- Money-Handling and Banking
 - Prepares deposits and records EFT donations.
 - Performs monthly bank reconciliations for all parish accounts.
 - Track and disburse funds for all second collections.
- Financial Reporting
 - Prepares all monthly and yearly financial statements.
 - Participates in budget preparation.
- Payroll/Personnel
 - Performs all payroll functions including payroll submission, vacation/sick time accruals, and payroll reports to the diocese.
 - Process paperwork for new hires and terminated employees/maintains personnel files.
 - Update and process all employee benefit information and enrollments.

Non-Essential Job Functions:

- Performs job functions of staff when needed, i.e. sick days, vacation, etc.
- Attends necessary diocesan meetings, Parish staff meetings, and other meetings as necessary.
- Attend parish functions when possible.

Requirements:

- Strong computer skills ó Word, Excel or the equivalent
- Understanding of basic accounting principles
- Excellent organizational skills required

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Bookkeeper I: S-4 Non-Exempt

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



Job Title: Housekeeper/Cook II
Department: Administration
Job Grade: S-3
Category: Non-Exempt
Reports to: Business Manager

Position Overview:

This position provides cleaning, cooking and/or laundry services for persons living in the rectory.

Essential Job Functions:

- Meal Preparation and Service
 - Plans and provides nutritious, well-balanced meals to the clergy, while considering special diet requirements and food preferences of the priest.
 - Keeps meal expenditures within weekly budget.
 - Develops menu and schedules extra help if needed for special dinners and events requested by the Pastor.
 - Assures that the condition and cleanliness of the kitchen and dining room meet all normally expected conditions.
 - Routinely inspects kitchen for safety hazards and corrects or informs supervisor of problems.
- Housekeeping
 - Assures that the condition and cleanliness of the rectory meet all normally expected conditions.
- Administrative Responsibilities
 - Maintains confidentiality at all times and does not discuss overheard conversations or activities that take place in the rectory.
 - Maintains system for efficient ordering of supplies.
 - Submits all receipts in a timely manner and ensures all expenditures are within budget.

Requirements:

- Must have some experience with meal planning and preparation.
- Must be flexible with schedule.
- Demonstrated ability to follow through on commitments.
- Ability to work independently without supervision and produce results.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Housekeeper/Cook I: S-2 Non-Exempt

Provides fewer services than those listed above or works at a rectory with only one or two residents.



Job Title: Maintenance Supervisor II

Department: Administration

Job Grade: M-2 or S-6

Category: Exempt or Non-Exempt

Reports to: Business Manager

Position Overview:

The Maintenance Supervisor II is responsible for the effective, efficient and safe maintenance, renovation and upkeep of the parish buildings and grounds. The Maintenance Supervisor II supervises the facilities staff and volunteers to ensure all facility needs and requests are met for smooth and safe operation of the parish.

Essential Job Functions:

- Safety
 - Routinely inspects grounds and buildings for safety hazards and corrects immediately.
 - Attends church safety meetings and ensures attendance by facilities staff.
- Facility Appearance and Repairs
 - Assures that the condition and cleanliness of all church structures and grounds meet all normally expected conditions.
 - Participates in the identifying, selecting and management of all outside contractors.
 - Performs minor repairs.
 - Works with program/ministry leaders in coordinating facilities usage and setup in support of work and meeting needs.
- Staff and Volunteer Management
 - Identifies and schedules optimal staffing levels to ensure the most efficient number of staff to meet facility management needs.
 - Schedules and manages volunteers when performing facility maintenance functions.
- Administrative Responsibilities
 - Maintains system for efficient ordering of supplies.
 - Approves and communicates all payroll information of facilities staff to bookkeeper.
 - Participates as appropriate in staff meetings and other meetings as necessary.
 - Submits all receipts in a timely manner and ensures all expenditures are within budget.

Non-Essential Job Functions:

- Performs job functions of other maintenance staff when needed.
- Ensures compliance and implementation of policies put in place by leadership.
- Attend parish functions when possible.

Requirements:

- Excellent organizational skills required.
- Must have general maintenance and construction knowledge and experience.
- Demonstrated ability to follow through on commitments.
- Ability to work within budget constraints when planning projects and repairs.
- Ability to work independently without supervision and produce results.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

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

Maintenance Supervisor I: S-5 Non-Exempt

Responsible for and personally maintains, renovates, restores, and sees to the upkeep of the buildings, mechanical, plumbing and electrical systems and grounds. May conduct preventative 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.

Maintenance Worker: S-4 Non-Exempt

Provides routine maintenance for the parish buildings and grounds including semi-skilled carpentry, plumbing, electrical and other minor repair work. Grounds work may include mowing, pruning 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.

Maintenance Helper/Custodian: S-3 Non-Exempt

Performs cleaning, facility set up, hauling and moving of equipment, mowing, and raking and watering of grounds, and other simple building and grounds maintenance duties for the parish. 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.



Job Title: Office Manager
Department: Administration
Job Grade: S-6
Category: Non-Exempt
Reports to: Business Manager

Position Overview:

The Office Manager is responsible for managing the secretaries and office volunteer staff as well as providing secretarial and related office services for members of the parish staff and various other committees and boards.

Essential Job Functions:

- Ministry/Service
 - Assists callers and visitors, staff and clergy.
 - Welcomes new members, referring them to ministries.
- Office Management and Operations
 - Provides secretarial support to the pastor and clergy, staff and ministries.
 - Schedules, trains and supervises secretarial staff and establishes office record-keeping.
 - Processes mail.
 - Prepare and produce weekly bulletin.
 - Oversees the maintenance of parish offering envelope system, sacramental record keeping system, tuition and fee schedules.
 - Oversees the maintenance of parish calendar and facility schedule and monitors facility keys.
 - Oversees inventory of office supplies and maintenance contracts for office machines.
 - Ensures compliance and implementation of policies put in place by leadership.

Non-Essential Job Functions:

- Performs job functions of secretarial staff when needed, i.e. sick days, vacation, etc.
- Participates in Pastoral Staff Meetings and Staff Retreat days.
- Attend parish functions when possible.

Requirements:

- Excellent organizational skills required.
- Ability to manage and motivate staff.
- Ability to maintain confidentiality.
- Strong computer skills, Word, Excel, or equivalent.
- Experience with or the ability to learn all components of the parish software.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Secretary II: S-5 Non-Exempt

Responsible for many of the job responsibilities outlined in the Office Manager job description as appropriate for the job setting (e.g. parish, Youth Ministry or Religious Education office) in a large to mid-sized parish or program. The Secretary II classification does not supervise office support staff but may supervise volunteers.

Secretary I: S-4 Non-Exempt

Responsible for many of the job responsibilities outlined in the Office Manager job description as appropriate for the job setting (e.g., parish, Youth Ministry or Religious Education Office) in a small to mid-sized parish or program. The Secretary I classification does not supervise office staff but may supervise volunteers.

Student Worker: S-1 Non-Exempt

Performs most routine duties during evenings, weekends, summer.