

DRAFT

Parish Organizer

St. James Catholic Church in Midtown Kansas City

St. James Catholic Church in Kansas City, Missouri, is seeking a part-time **Parish Organizer**. This position will be responsible for administrative and operational responsibilities that affect parishioners, parish staff, parish committees, and ministries. The individual will work an average of **25 hours per week**.

Parish Mission

Mission and Vision: We, the people of the St. James community in faith, commit ourselves to building the Reign of God for all people, serving especially our neighbors in Midtown Kansas City.

Parish Vision

St. James Parish will be a vital Catholic Christian presence at the crossroads of Kansas City, meeting the spiritual needs of our members and impacting both the midtown neighborhood and the larger community. We will be a growing and diverse community where worship and sacramental life are joyful and vibrant, where people are empowered to live the Gospels, and where the needs of everyone are lovingly and humbly addressed.

St James Parish seeks an individual who can:

- Commit to the mission and vision of St. James Parish
- Develop and nurture a community-led parish using the consensus model
- Oversee transparent communication processes with and among the Parish Staff and parish committees
- Ensure effective communication with the diocese
- Collaborate with external organizations while advocating for the mission and vision of St. James Parish

RESPONSIBILITIES OF THE PARISH ORGANIZER

Parish Development / Communication

- Ensure, coordinate and oversee parish schedule/calendar of all functions, events, and activities through regular communications and meetings with community members, staff, and committees
- Work with the Leadership Team and parish ministries and committees to provide necessary support from Parish Office
- Coordinate and support parish communications, written as well as electronic, to ensure quality, consistency, and appropriateness of all messages
- Develop a communication strategy to promote all aspects of St. James Parish

Sacramental / Liturgy Preparation

- Ensure and support effective Sunday liturgy along with other Parish Staff members, parish Liturgy Committee, and parishioners
- Serve as a focal point for coordinating special liturgical events (Advent, Holy Week, Baptisms, funerals, etc.
- Support and coordinate with the Parish Staff and volunteers to provide sacramental preparation to parishioners

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Financial

- Provide final approval of financial expenditures and decisions and fund allocations after consultation with the Parish Bookkeeper, Finance Committee, and Pastor/Parochial Administrator
- Coordinate with the Parish Finance Committee and diocesan guidelines to ensure security and transparency of all financial aspects of the parish

Pastoral Coordination & Outreach

- Foster and coordinate a strong volunteer program
- Ensure coordination and supervision of all Parish Staff and volunteers
- Offer a welcoming and listening presence for visitors, parishioners, guests, as well as anyone who seeks help from the parish
- Channel requests for aid to appropriate community members or resources
- Ensure the needs of the diverse parishioner groups are met
- Serve as liaison with Troost39 Thrift Store, Bishop Sullivan Center, and other organizations and initiatives in the neighborhood

Qualifications

Bachelor's Degree required. Experience in parish operations, supervision/management and ministry preferred.

Community organizing experience or a willingness to obtain the proper training to fulfill the leader's responsibilities.

Requirements

The Parish Organizer must be a Catholic, consent to a background check, and commit to our Code of Conduct policy.