

Position: Administrative Assistant – Evangelization & Discipleship Team

Reporting To: Director of Evangelization & Discipleship

Position Summary

Our goal is to grow disciples through evangelization, catechesis, community, and service in an effort to strengthen the faith life of our parish families. Our desire is to provide opportunities for every person to grow in holiness and draw closer to Jesus Christ: every day and at every stage of life. The Administrative Assistant for the Evangelization & Discipleship team will play a key role in carrying out this mission through the power of the Holy Spirit. The successful candidate should be a person who has a passion for the Faith and enjoys working with others to accomplish tasks related to faith formation.

The Administrative Assistant to the Evangelization & Discipleship team serves under the direction of the Director of Evangelization & Discipleship and collaborates with the Parish leadership team to accomplish our parish mission. This position will support the needs of faith formation and ministry initiatives serving adults, teens, and children. The Administrative Assistant has the responsibility for the supporting the Director and Coordinator in carrying out the tasks necessary to successfully execute the vision for the Parish discipleship and formation programs.

This is a full-time, hourly position, however, the position may not be full time, year-round. It's likely we will need the successful applicant to be full time (40 hrs./wk.) during the school year, but then work a more limited schedule during this summer. This is something that can be discussed further during the interview process. Typical work hours will be 40 hours per week, 9:00 am to 5:00 pm Monday-Friday. Wednesday evening hours may be required during the school year. Occasional evening or weekend work may be needed for parish special events.

About St. Thomas More

St. Thomas More, based in Brookings, SD, is an active, diverse Parish of 1100 families. Brookings is a town with a population of around 22,000 in Eastern South Dakota and is home to South Dakota State University, three elementary schools, an Intermediate school, Middle school, High school and a K-3 Catholic school. It has been named one of the best places to live and raise a family. The parish supports and encourages the growth and development of the spiritual life for staff members and parishioners.

A Broader Vision

It is the intention of St. Thomas More to open three positions that will support our Evangelization & Discipleship efforts and create a culture of Discipleship within our parish. With these three roles, we will strive to achieve a largely volunteer driven Faith Formation community. This team will work alongside the Pastor and advisory committees to carry forward the vision of the Church and Diocese in response to Pope Francis' invitation to 'become and form Missionary Disciples' and Bishop DeGrood's vision of 'Lifelong Catholic Missionary Discipleship through God's Love.' The description for the Administrative Assistant role is detailed in the pages to follow along with the other two positions we will be opening; Director of Evangelization & Discipleship and Evangelization & Discipleship Coordinator. These three positions will work very closely together.

Qualifications, Knowledge, Skills and Key Attributes

- Education: Two years' experience in the same or related field.
- A Catholic in good standing. Must display and maintain an active spiritual life rooted in a growing relationship with Jesus Christ, committed to personal prayer, reading scripture, and frequenting the Sacraments.
- Excel at organization skills; good at taking direction from others, ability work independently, detail orientated and have the capacity to multi-task.
- Possess strong computer skills. Proficient in programs such as Word, Excel, web design tools and Google Docs. Knowledge of, or willingness to learn ParishSoft database software and how to leverage social media.
- Must be able to communicate well both orally and in writing.
- Be a Team Player: Work well within a team and be able to receive direction and feedback; emphasize team over self and define success collectively rather than individually.
- Integrity and strong character: Must be fully committed to Catholic moral teachings and tradition. Must be able to represent STM Parish in the community.
- Possess a strong familiarity with STM's vision, mission, and culture and be in full collaboration with the Leadership Team.
- Have strong interpersonal skills; demonstrate good judgement, be warm and welcoming; able to maintain relationships and confidentiality.
- The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

Physical demands

The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to push, pull, lift and carry items up to 30 pounds.
- Ability to sit, stand, bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists.
- Ability to work in an office setting as well as various venues according to event or activity.
- Vision abilities required include close vision, depth perception and the ability to adjust focus.

Benefits

St. Thomas More Parish offers 10 days of vacation, 10 days of sick leave, and 3 personal leave days per year. We also offer health, dental, life, and long-term disability insurance, and a retirement plan after one year of employment.

Working for the Catholic Church

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Diocese of Sioux Falls, such that it can embarrass the Church or give rise to scandal. This position requires that the employee be a practicing Roman Catholic.

Note: This is not an all-inclusive list. Tasks may be adjusted according to giftedness of team. Other duties as assigned.

	Director of Evangelization	Evangelization Coordinator	Administrative Assistant
Job Overview	<ul style="list-style-type: none"> Serves as the contact and point person for all things discipleship and evangelization (except parish organized programming). <u>Is the consistent presence and availability to parishioners.</u> (attending parish/school events, active in the community, etc.) Has a good understanding of the people in the parish, parish culture, needs, community, etc. Maintains close contact with Pastor. 	<ul style="list-style-type: none"> Works primarily in coordinating the parish events and programs. (parish missions, large groups, etc). Coordinates the details of the formation opportunities (training provided by the Director.) For example: preschool-8th grade faith formation, as well as high school evangelization efforts for kids not in discipleship groups. 	<ul style="list-style-type: none"> Handles all that can be delegated within a defined weekday schedule. Consistent “go-to” person available during business hours to receive requests, answer questions, etc. Knows schedules of Director and Coordinator who have more of a demand outside normal business hours. Schedules appointments, prepares documents, communications, etc.
Pastoral Oversight	<ul style="list-style-type: none"> Responsible for attentiveness to pastoral activity in the parish for <u>all ages</u>. Discovers and receives the gifts of individuals and groups within the parish. Receives requests and formally approves lay efforts of discipleship & evangelization Meets with individuals and groups. Works primarily with discipleship leaders & those leading efforts for entire parish formation (small groups, bible studies, etc.) 	<ul style="list-style-type: none"> Another set of eyes and ears for the Pastor and Director of knowing the people of the parish. Works alongside the Pastor and Director in discernment of various efforts, people, etc. 	
Communications	<ul style="list-style-type: none"> Communicates formal announcements, upcoming events, etc. Works with leaders who are not “in line” with expectations in leadership and programming. 	<ul style="list-style-type: none"> Communicates to team and participants of parish programming that they are responsible for. <u>NOT</u> general parish communications. Works in coordinating the overall communications of the formation efforts in the parish (both volunteer and parish run)....i.e. marketing 	<ul style="list-style-type: none"> Prepares communications materials

	Director of Evangelization	Evangelization Coordinator	Administrative Assistant
Leadership Formation	<ul style="list-style-type: none"> Leads efforts of leadership formation (plans and leads training, sets expectations, etc.) 	<ul style="list-style-type: none"> Coordinates the “events” associated with leadership formation. Able to also lead some of the formation opportunities. 	<ul style="list-style-type: none"> Prepares copies, tracks involvement and requirements
Programming	<ul style="list-style-type: none"> Responsible for “recruiting” and communicating the various needs in programming. (i.e. encouraging community and stewardship of gifts in individuals.) Maintains a good understanding of the various efforts, gifts of leaders, desires of participants, etc. Intentionally balances the various needs of the parish with the gifts of the parishioners. Encourages parishioners to discern being active/involved in other capacities as there is need Responsible for ensuring balance of overall programming in the parish; including saying no to certain efforts, encouraging growth of others, etc. so that the parish does not become too busy or complacent. 	<ul style="list-style-type: none"> Coordinates safe environment and liability efforts Coordinates the minimal parish programming that exists to support the efforts of evangelization within the parish. (large groups, trips, missions, etc.) Works with volunteers in the preparation, execution, and follow up of parish events. 	<ul style="list-style-type: none"> Handles registrations Ensures SE requirements are maintained for volunteers Coordinates parish calendars for events Maintains supply inventory Processes receipts, invoices, etc.
Lay Efforts	<ul style="list-style-type: none"> Oversight, training, and formation. Working alongside the Pastor to discuss necessary steps and initiatives to inspire these efforts and maintain proper oversight. Disciplinary action as needed. Networks well and understands the resources and opportunities available. 	<ul style="list-style-type: none"> Coordinates the efforts, as directed by the Pastor/Director to “tie all things together” in the parish. (example might be coordinating beginning of the year stewardship efforts). Strive to use good communications methods to promote a unified vision among all efforts. 	<ul style="list-style-type: none"> Assists, as able and as it makes sense, with lay efforts.
Miscellaneous			<ul style="list-style-type: none"> Organizes the necessary volunteer office help.

Examples of Roles Within Existing Educational Activities:

Confirmation	RCIA	Youth Small Groups	One-Time Parish Events
<ul style="list-style-type: none"> ● Program should be able to be run primarily by volunteers. ● <u>Director</u> approves preparation program and the leadership involved in it. Inspires volunteer leadership as needed. ● <u>Coordinator</u> handles the “work” that need extra care in ensuring quality (diocesan reports and communication, etc.). Works with volunteer leadership to prepare reporting and updates to Pastor. ● <u>Admin Assistant</u> processes all paperwork, keeps track of requirements, prepares paperwork, etc. 	<ul style="list-style-type: none"> ● Anyone of the staff or priests can teach RCIA ● Coordinator ensures all paperwork and requirements are maintained. ● Assistant processes paperwork. ● A volunteer can organize the program, communicate details, send out reminders, etc. 	<ul style="list-style-type: none"> ● Every small group is considered its own “ministry” being led by a discipleship leader (volunteer) ● Discipleship leader is the primary communicator with members and parents. ● Director oversees leadership of small group, offers formation opportunities, approved schedules, etc. ● Coordinator organizes the minimal parishes efforts that unite the groups together (maybe 2-3 times per year). ● Coordinator handles Safe Environment requirements for leaders and participants. 	<ul style="list-style-type: none"> ● Each event is directed by the Director (it doesn’t happen without their YES each time). ● Coordinator “coordinates” the details of the various events based on the direction of the Director. ● Coordinator handles marketing, social media, etc. ● Director does formal communications to parish through email and inspires all leadership involved to participate and advocate for the event. ● Admin Assistant does whatever they can assist with in the business day that doesn’t require higher level leadership, availability, and insights.