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 – 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.

<table>
<thead>
<tr>
<th>Parish Size</th>
<th>Number of Household in Parish</th>
<th>Work Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>Less than 500</td>
<td>37.5-40</td>
</tr>
<tr>
<td>Medium</td>
<td>500 - 1,500</td>
<td>37.5-40</td>
</tr>
<tr>
<td>Large</td>
<td>Over 1,500</td>
<td>37.5-40</td>
</tr>
<tr>
<td>Very Large</td>
<td>Over 2,500</td>
<td>37.5-40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Position Series</th>
<th>M-1</th>
<th>M-2</th>
<th>M-3</th>
<th>M-4</th>
<th>M-5</th>
<th>M-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Faith Form</td>
<td>Adult Faith Form Coor</td>
<td>Adult Faith Form Dir.</td>
<td>Business Manager</td>
<td>Business Manager I</td>
<td>Business Manager II</td>
<td>Business Manager III</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Business Manager I</td>
<td>Business Manager II</td>
<td>Business Manager III</td>
<td>Business Manager III</td>
<td>Business Manager III</td>
<td>Business Manager III</td>
</tr>
<tr>
<td>Liturgical Ministry</td>
<td>Liturgist I</td>
<td>Liturgist II</td>
<td>Music Director I</td>
<td>Music Director II</td>
<td>Music Director II</td>
<td>Music Director II</td>
</tr>
<tr>
<td>Music Ministry</td>
<td>Liturgical Musician</td>
<td>Music Director I</td>
<td>Parish Life Director</td>
<td>Parish Life Director I</td>
<td>Parish Life Director II</td>
<td>Parish Life Director II</td>
</tr>
<tr>
<td>Pastoral Assoc./Asst.</td>
<td>Past. Assoc./Asst. I</td>
<td>Past. Assoc./Asst. II</td>
<td>Pastoral Minister I</td>
<td>Pastoral Minister II</td>
<td>Pastoral Minister II</td>
<td>Pastoral Minister II</td>
</tr>
<tr>
<td>Pastoral Ministry</td>
<td>Pastoral Minister I</td>
<td>Pastoral Minister II</td>
<td>RE Administrator</td>
<td>RE Coordinator</td>
<td>DRE I</td>
<td>DRE II</td>
</tr>
<tr>
<td>Religious Education</td>
<td>RE Administrator</td>
<td>RE Coordinator</td>
<td>DRE I</td>
<td>DRE II</td>
<td>DRE II</td>
<td>DRE II</td>
</tr>
<tr>
<td>Youth Ministry</td>
<td>Youth Minister I</td>
<td>Youth Ministry Coord. I</td>
<td>Youth Ministry Coord. II</td>
<td>Youth Ministry Coord. II</td>
<td>Youth Ministry Coord. II</td>
<td>Youth Ministry Coord. II</td>
</tr>
</tbody>
</table>

#### SUPPORT STAFF (NON-EXEMPT) Position SERIES

<table>
<thead>
<tr>
<th>Position Series</th>
<th>S-1</th>
<th>S-2</th>
<th>S-3</th>
<th>S-4</th>
<th>S-5</th>
<th>S-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeper</td>
<td>Bookkeeper I</td>
<td>Bookkeeper II</td>
<td>Housekeeper / Cook</td>
<td>Housekeeper / Cook I</td>
<td>Housekeeper / Cook II</td>
<td>Housekeeper / Cook II</td>
</tr>
<tr>
<td>Housekeeper / Cook</td>
<td>Housekeeper / Cook I</td>
<td>Housekeeper / Cook II</td>
<td>Maintenance</td>
<td>Maint. Hlpr./Custodian</td>
<td>Maintenance Worker</td>
<td>Maintenance Supr. I</td>
</tr>
<tr>
<td>Receptionist/Office Hlpr.</td>
<td>Seasonal / Student Off. Hlpr./Recept. I</td>
<td>Office Hlpr. Recept. II</td>
<td>Admin. Ass’t/Secretary/Office Mgr.</td>
<td>Secretary I</td>
<td>Admin. Ass’t/Secretary II</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Admin. Ass’t/Secretary/Office Mgr.</td>
<td>Secretary I</td>
<td>Admin. Ass’t/Secretary II</td>
<td>Child Care</td>
<td>Child Care</td>
<td>Technological Support</td>
<td>Technological Support</td>
</tr>
</tbody>
</table>

**July 2010**
Position Classification and Salary Ranges
SYSTEM MAINTENANCE

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.

July 2010
### MINISTRY STAFF (EXEMPT) JOB SERIES

<table>
<thead>
<tr>
<th>ANNUAL RATE (12 months, 40 hour week)</th>
<th>M-1</th>
<th>M-2</th>
<th>M-3</th>
<th>M-4</th>
<th>M-5</th>
<th>M-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>32,323</td>
<td>36,192</td>
<td>40,539</td>
<td>45,406</td>
<td>52,228</td>
<td>61,610</td>
</tr>
<tr>
<td>Midpoint</td>
<td>40,331</td>
<td>45,240</td>
<td>50,648</td>
<td>56,742</td>
<td>65,249</td>
<td>77,002</td>
</tr>
<tr>
<td>Maximum</td>
<td>48,506</td>
<td>54,309</td>
<td>60,798</td>
<td>68,099</td>
<td>78,333</td>
<td>92,394</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURLY RATES (Based on 40 hour week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
</tr>
<tr>
<td>Midpoint</td>
</tr>
<tr>
<td>Maximum</td>
</tr>
</tbody>
</table>

### SUPPORT STAFF (NON-EXEMPT) JOB SERIES

<table>
<thead>
<tr>
<th>HOURLY RATES</th>
<th>Student Help</th>
<th>S-2</th>
<th>S-3</th>
<th>S-4</th>
<th>S-5</th>
<th>S-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>8.96</td>
<td>11.58</td>
<td>13.09</td>
<td>15.05</td>
<td>17.40</td>
<td>20.23</td>
</tr>
<tr>
<td>Midpoint</td>
<td>10.54</td>
<td>13.63</td>
<td>15.40</td>
<td>17.70</td>
<td>20.54</td>
<td>23.82</td>
</tr>
<tr>
<td>Maximum</td>
<td>12.12</td>
<td>15.69</td>
<td>17.70</td>
<td>20.37</td>
<td>23.62</td>
<td>27.39</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ANNUAL RATE (12 months, 40 hour week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
</tr>
<tr>
<td>Midpoint</td>
</tr>
<tr>
<td>Maximum</td>
</tr>
</tbody>
</table>

2012 Pay Scale
3.23% COLA increase for 2012
PER-SERVICE MUSICIANS STIPEND GUIDELINES

(2012 SCALE – Represents 3.23% 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.

<table>
<thead>
<tr>
<th></th>
<th>Liturgical Musician</th>
<th>Music Director I</th>
<th>Music Director II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic Skill</td>
<td>Advanced Skill</td>
<td>Proficient Skill</td>
</tr>
<tr>
<td>Simple Service</td>
<td>$65.63 - 96.26</td>
<td>$96.26 - 130.16</td>
<td>$130.16 - 160.79</td>
</tr>
<tr>
<td>Service with choir</td>
<td>$96.26 - 130.16</td>
<td>$130.16 - 160.79</td>
<td>$160.79 - 194.70</td>
</tr>
<tr>
<td>Choir Rehearsal</td>
<td>$52.50 - 77.67</td>
<td>$77.67 - 102.82</td>
<td>$102.82 - 130.16</td>
</tr>
<tr>
<td>Additional Service per Trip</td>
<td>$52.50 - 77.67</td>
<td>$77.67 - 102.82</td>
<td>$102.82 - 130.16</td>
</tr>
<tr>
<td>Special Service</td>
<td>$65.63 - 130.16</td>
<td>$130.16 - 226.41</td>
<td>$160.79 - 258.15</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>Liturgical Musician</th>
<th>Music Director I</th>
<th>Music Director II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic Skill</td>
<td>Advanced Skill</td>
<td>Proficient Skill</td>
</tr>
<tr>
<td>Base Fee With One Consultation</td>
<td>$65.63 - 130.16</td>
<td>$130.16 - 194.70</td>
<td>$194.70 - 258.15</td>
</tr>
<tr>
<td>Wedding Rehearsal</td>
<td>+ 40.47</td>
<td>+ 52.50</td>
<td>+ 65.63</td>
</tr>
<tr>
<td>Rehearsal with Cantor or Soloist</td>
<td>+ 40.47</td>
<td>+ 52.50</td>
<td>+ 65.63</td>
</tr>
<tr>
<td>Rehearsal with Other Instrumentalists</td>
<td>+ 40.47</td>
<td>+ 52.50</td>
<td>+ 65.63</td>
</tr>
<tr>
<td>Extra rehearsal with Other Musicians</td>
<td>+ 40.47</td>
<td>+ 52.50</td>
<td>+ 65.63</td>
</tr>
</tbody>
</table>
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 SUMMARY: To develop and implement activities and programs designed to build up the faith life of adults in parish for the purpose of enriching the faith life of the whole parish. Assesses needs of parish adults for spiritual, intellectual, emotional and religious growth. Conducts or coordinates programs, counseling and spiritual direction.

DESCRIPTION OF LEVELS:

**Director of Adult Faith Formation:** The Director of Adult Faith Formation is responsible for directing, facilitating and conducting a number of adult faith activities and programs in a parish. The programs typically include RENEW, RCIA, Scriptural study, retreats, support groups, small Christian communities, special speakers and series, etc. The position is responsible for budget preparation, needs assessment and training of volunteers. It operates with a high level of delegation from the pastor and therefore requires a Masters Degree in Religious Studies or a related field or equivalent experience and education as well as spiritual leadership skills. The position requires experience in budgeting, recruitment, evaluation and supervision.

- **Classification Level:** M-4
- **FLSA Status:** Exempt

**Coordinator of Adult Faith Formation:** The Coordinator is 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 above. 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's 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.

- **Classification Level:** M-2
- **FLSA Status:** Exempt

July 2010

E-7
BUSINESS MANAGER SERIES

GENERAL DESCRIPTION: Responsible for the efficient and effective administration of the parish financial, capital and human resources.

DESCRIPTION OF LEVELS:

Business Manager III: Responsible for the full range of parish administrative functions. Due to its scope and supervisory responsibility, this classification is found only in large parishes. At this level, parish administrative responsibility is fully delegated by the Pastor typically in the areas of finance, facilities, purchasing, stewardship, communications and personnel. The Business Manager III supervises most or all support staff positions. The Business Manager III position requires a Bachelor’s Degree in Business or Accounting and previous experience as a Business Manager.

Classification Level: M-5
FLSA Status: Exempt

Business Manager II: 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.

Classification Level: M-4
FLSA Status: Exempt

Business Manager I: Responsible for a limited range of parish administrative functions. The classification is non-supervisory 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.

Classification Level: M-2
FLSA Status: Exempt

July 2010

E-8
LITURGICAL MINISTRY SERIES

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

GENERAL DESCRIPTION: 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.

DESCRIPTION OF LEVELS:

Liturgist II: Responsible for the design and coordination of a comprehensive liturgical program. The program will typically include planning and development of the full liturgical cycle, including special liturgical events during major liturgical seasons, coordinating liturgical teams and committees, supervising the parish's music program, scheduling presiders, lectors, communion ministers, services, musicians, ushers and sacristans, conducting a liturgical education program, and coordinating the evaluation of overall parish liturgical needs. The Liturgist II classification typically requires a Masters Degree in Theology or a related field or equivalent education and experience.

Classification Level: M-4
FLSA Status: Exempt

Liturgist I: 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.

Classification Level: M-2
FLSA Status: Exempt
MUSIC MINISTRY SERIES

GENERAL DESCRIPTION: Directs, coordinates and/or performs music, which is liturgically appropriate for parish liturgies and other designated celebrations.

DESCRIPTION OF LEVELS:

Music Director II: Responsible for planning and coordinating a comprehensive parish music program which typically includes several choirs/musician groups, supervision and training of a number of musicians and cantors performing at various liturgies and a number of specially designed musical performances during the liturgical year. The Music Director II classification requires a Bachelor's Degree in Music (Master's of Music preferred) or the equivalent in education and experience. It also requires considerable instrumental and vocal skills and strong knowledge of Roman Catholic Liturgy.

Classification Level: M-5
FLSA Status: Exempt

Music Director I: 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 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.

Classification Level: M-3
FLSA Status: Exempt

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

Classification Level: M-1
FLSA Status: Exempt

July 2010

E-10
PARISH LIFE DIRECTOR SERIES

GENERAL DESCRIPTION: 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 performs the functions described below and relies on the Priest Sacramental Minister (also canonically appointed) and other ordained clergy to implement the sacramental ministry reserved to the clergy.

DESCRIPTION OF LEVELS:

Parish Life Director II: Coordinates the Daily pastoral care of a mid-sized or large parish. Responsibilities include supervision of paid full-time, professional and support staff. The parish complex typically encompasses a number of buildings and the classification is responsible for most of the following: coordination of community worship, relations with the wider community, parish administration, parish finances, religious education and volunteer ministry.

Classification Level: M-6
FLSA Status: Exempt

Parish Life Director I: 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.

Classification Level: M-5
FLSA Status: Exempt

Both Parish Life Director I and II require a Masters Degree in Theological Studies or equivalent education and experience and three to five years of pastoral experience. Significant pastoral experience in the community to be served and Lay Pastoral Ministry Program certification would appropriately substitute for the Masters Degree requirement.
JOB DESCRIPTION FOR THE PARISH LIFE DIRECTOR

**Supervised by:** Canonical Pastor

Canon 517.2: If the diocesan Bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care.

**POSITION PURPOSE:**
The Parish Life Director is appointed by the Bishop when no qualified priest can be found to take a vacant position as resident pastor of a parish.

**POSITION RESPONSIBILITIES:**
- To provide administrative and pastoral leadership for all the activities of a parish community.
- To guide and supervise the parish staff. To hire staff as needed.
- To perform the functions of a pastor in relationship with the parish school. The school Principal collaborates with the Parish Life Director, observing diocesan policies and procedures.
- To foster participation of the laity in the parish through collaborative structures (Parish Council, Finance Committee, School Board, Liturgy Committee, etc.)
- To ensure that parish needs for prayer, worship, and spiritual formation are met through the ministry of priests and others. To contact and schedule priests for the sacraments of Penance, for Eucharist on Sundays, weekdays, and special occasions (funerals, marriages, etc.) To contact and schedule deacons for appropriate ministries. To preside and give scriptural reflections at Communion services and other prayer services (vigils, devotions, etc.)
- To assure Sacramental and other care to parishioners in crisis or difficulty (illness, bereavement, hospitalization, alienation).
- To encourage and cultivate the talents and gifts of all members of the parish community. To be sensitive to the racial, ethnic, and gender diversity and needs of the parish in worship, leadership, and ministry.
- To foster and supervise parish ministries of evangelization and catechesis.
- To direct parish ministry to the poor in the local community and beyond.
- To oversee maintenance of the parish grounds and facilities.
- To implement diocesan policies.
- To administer the finances of the parish in a responsible manner in consultation with a parish finance committee, implementing all diocesan directives in financial matters.
- To participate in deanery, presbyteral, and other diocesan meetings and projects as appropriate or requested by the Bishop, or the Canonical Pastor.
- To meet with the Canonical Pastor on a regular monthly schedule. To consult with the Canonical Pastor in special or emergency situations. To facilitate communication between the Canonical Pastor and parish leadership.

July 2010
POSITION QUALIFICATIONS:

- Roman Catholic person of spiritual maturity and commitment.

Education:

Recent graduate degree in theology, ministry, divinity, or a related field or its equivalent. (Vatican II theology and familiarity with USCC/NCCB documents highly desirable. Equivalency will be given due regard, in consultation with the Review Committee and the Formation Director.)

Experience:

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.

TERM OF OFFICE:

- The appointment will be for a set term, normally 3 years, including a probationary period with evaluation by the Canonical Pastor and the Priest Personnel Director after 6 months and yearly thereafter.

COMPENSATION:

- Parish Life Directors will be compensated for their ministry according the salary ranges for this position as published and set by Diocesan policy and standards.
GENERAL DESCRIPTION: Assists the pastor with administrative and pastoral duties, serves as a member of the parish staff, provides leadership and consultation for various groups, committees and processes in the parish. Collaborates in or directs a variety of aspects of parish life such as liturgy, pastoral care, RCIA, sacramental preparation, adult faith development, evangelization, Pastoral Ministry, senior adults, young adult ministry.

DESCRIPTION OF LEVELS:

Pastoral Associate/Pastoral Assistant II: Serves as a chief assistant to the pastor in the coordination of a wide range of parish activities and programs in a large parish. At this level the classification operates rather independently, with only general oversight from the pastor. The classification provides multiple liaison functions and involves some supervision of staff and/or volunteers. The classification requires experience in pastoral work and a Master's Degree in Theology or related field, or equivalent education and experience.

Classification Level: M-4
FLSA Status: Exempt

Pastoral Associate/Pastoral Assistant I: 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.

Classification Level: M-3
FLSA Status: Exempt
A. **UNDERSTANDING OF THE PASTORAL ASSOCIATE**

A 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 and is accountable to the pastor or parish life director. The ministry of the pastoral associate is comprehensive, relating to all aspects of parish life, with designated responsibilities, i.e., liturgy, faith formation, RCIA, spiritual direction, administration, pastoral care, social justice or other. The designated responsibilities of the pastoral associate are dependent upon the needs of the parish and the gifts of the pastoral associate as well as the gifts of the other members 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.

A. **JOB DESCRIPTION FOR THE PASTORAL ASSOCIATE**

Because the ministry of the pastoral associate is both comprehensive (relating to all aspects of parish life) and specific (to the needs of the particular parish and the gifts of the individual pastoral associate) any negotiation of a job description must begin with a common understanding of expectations of all pastoral associates in the Diocese of Oakland and conclude with the responsibilities and tasks particular to that parish and individual. This document deals only with those common expectations.

A. Ministry of Administration

*The pastoral associate:*

1. Collaborates closely with the pastor, under his supervision, and with other members of the parish staff, and, on occasion, represents the pastor.
2. Collaborates in the overall process of parish administration, including needs assessment, pastoral planning, decision-making, implementation, financial management, building maintenance, etc.
3. Administers/supervises designated parish programs and their staff.
4. Acts as director of one or more of the parish ministries and assists in the formation of new ministries as needed.
5. Attends all parish staff meetings and relates to deanery and diocesan structures.
6. Works closely with the parish pastoral council.
7. Participates in civic and ecumenical activities.

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B. Ministry of Spiritual Life and Worship

*The pastoral associate:*

1. Collaborates with other parish staff in the preparation of parish sacramental celebrations and rites.
2. May lead communal prayer services, including vigils, final commendation and committal services, and ecumenical celebrations.
3. Preaches when pastorally and canonically appropriate.
4. Is a visible participant in Sunday masses, parish events and programs.
5. May represent the pastor when requested.

C. Ministry of Education

*The pastoral associate:*

1. Fosters the faith growth of all members of the parish.
2. Contributes to the initial formation and ongoing development of parish ministers and groups.
3. Assists in the formation of the entire community in understanding the parish mission.
4. Collaborates with other parish staff in providing child, youth and adult religious formation.
5. Shares in the responsibility for the communication of Church teaching and Canon Law.

D. Ministry of Pastoral Services

*The pastoral associate:*

1. Assists the pastor in fostering a sense of community within the parish in which all members feel a sense of belonging to each other, the parish and the larger church.
2. Participates in the pastoral care of individuals suffering from illness, grief, family crises or other.
3. 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.
4. Affirms family life and aids parent(s) in their roles.
5. Assists couples regarding marriage and annulment procedures as directed by the Diocesan Tribunal Office.

III. QUALITIES OF THE PASTORAL ASSOCIATE

The pastoral associate shares many of the qualities of all parish ministers.

Because of the generalist nature of this position, the pastoral associate needs to possess adaptability and flexibility. This minister manifests a cooperative spirit and is able to alter specific responsibilities and/or activities. This implies the ability to relate to a wide spectrum of people, a willingness to be interested in a variety of parish activities, and an ability, with ease and grace, to let go of some responsibilities in order to enable other ministers to take over.
The pastoral associate is sensitive to others and is able to help them articulate their experiences in light of our faith. Because of his/her commitment to lifelong spiritual formation, the pastoral associate possesses the maturity, vulnerability, and flexibility that come from spiritual struggle and spiritual conversion and joy.

IV. COMPETENCIES AND SKILLS

In addition to the competencies and skills needed by all pastoral ministers, there are several which are particularly important for an effective exercise of this role.

A. Knowledge

*The pastoral associate:*

1. Has an in-depth grasp of Church teaching, as well as current biblical and pastoral theology.
2. Is knowledgeable of:
   - Canon Law and Church history
   - Stages of human and faith development
   - The liturgical norms of the Church, including those of the Church of Oakland
   - Principles of organization, management, and team building
   - Principles of communication and pastoral counseling, including referrals, boundaries, and applicable laws.
   - Principles of collaboration
3. Has a well-rounded education with an appreciation of the humanities, arts, and literature.
4. Has a sense of the history of the parish, as well as knowledge of its current demographics, constituencies, and complexities.
5. Is informed about the diocesan administrative guidelines and policies.

B. Administrative Skills

*The pastoral associate:*

1. Is able to make decisions and assume responsibility for delegated tasks.
2. Can negotiate and manage conflict.
3. Is able to communicate effectively, both orally and in writing.
4. Is skilled in public relations.
5. Is able to work with others in a collaborative style.

C. Pastoral Skills

*The pastoral associate:*

1. Can recognize, address, and assist in shaping the parish vision.
2. Recognizes and respects the cultural and ethnic diversity of the parish and diocese.
3. Has good pastoral counseling and listening skills.
4. Is able to preach effectively (when canonically and pastorally appropriate) and lead communal prayer.
5. Is able to develop and administer programs to meet assessed needs.

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6. Recognizes the need to continually update himself/herself through study, personal reading, etc. in order to provide appropriate direction to the pastoral groups.
7. Has an ability to integrate ministry with prayer and sacramental life.

V. FORMATION, TRAINING AND CRITERIA

The pastoral associate should:
1. Have completed in-depth theological and religious studies; a Masters Degree or its equivalent being preferred, with a particular emphasis on the pastoral associate’s area of interest and giftedness.
2. Have a variety of ministerial experience; 5 years pastoral ministry being preferred.
3. Have an active faith life. Be an active participant in the work of the Catholic Church and be able to partake in the full sacramental life of the church.
PASTORAL MINISTRY SERIES

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

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

DESCRIPTION OF LEVELS:

Pastoral Minister II: Responsible for overseeing and coordinating a large and active parish Pastoral Ministry program. The program contains service, education, advocacy and action components and covers the full range of Pastoral Ministry as determined 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 separation, those with special needs such as the disabled, shut-ins, widows, seniors and prisoners. Direct services are typically provided by volunteers supervised by the position. The classification requires a Bachelor's Degree and experience in parish Pastoral Ministry or related work.

Classification Level: M-3
FLSA Status: Exempt

Pastoral Minister I: 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 classification requires education and training in Catholic social teaching and social services.

Classification Level: M-1
FLSA Status: Exempt

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RELIGIOUS EDUCATION SERIES

GENERAL DESCRIPTION: Responsible for providing Christian formation, religious education and sacramental preparation to members of the parish faith community.

DESCRIPTION OF LEVELS:

Religious Educator positions are found in parishes at one or more levels. The series includes the following four levels:

Director of Religious Education II: Fully responsible for a comprehensive parish religious education program including adult Christian formation. This includes supervising other Religious Education personnel; managing the office; recruitment and training of volunteers; planning programs for adults, teens, children; evaluating program curricula and acting as parish resource person in methods and some areas of theology. The classification requires a MDiv/MA Degree in Religious Studies or related field and three to five years of experience in the field.

Classification Level: M-5  FLSA Status: Exempt

Director of Religious Education I: Directs several dimensions of a comprehensive parish religious education program OR has full responsibility for a less comprehensive parish religious education program. This typically includes supervising support staff personnel; recruitment and training of volunteers; planning programs for adults, teens and children; evaluating program curricula and acting as parish resource person in methods and some areas of theology. The classification requires a MDiv/MA Degree in Religious Studies or related field with no experience OR graduate level background in theology/catechetics with experience in the field.

Classification Level: M-4  FLSA Status: Exempt

Religious Education Coordinator: Responsible for the parish religious education program, utilizing a variety of resources to complement the Coordinator's background and skills. This typically includes managing the Religious Education Office; supervising staff, recruitment and training of volunteers; planning programs for adults, teens or children; and evaluating program curricula. The classification requires a Bachelor's Degree in Religious Studies or related field and parish experience.

Classification Level: M-3  FLSA Status: Exempt

Religious Education Administrator: 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. The classification requires the related education and experience to perform basic religious education responsibilities.

Classification Level: M-1  FLSA Status: Exempt

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YOUTH MINISTRY SERIES

GENERAL DESCRIPTION: Responsible for developing a parish based pastoral ministry with youth. Reaches out to all youth in the community, provides for formal catechesis, invites and enables youth to serve others. Develops close communication with and mutual support from families of youth and collaborates with other community and parish youth organizations.

DESCRIPTION OF LEVELS:

Youth Ministry Coordinator II: Responsible for a large and comprehensive Youth Ministry Program in a parish. The program consists of a wide variety of components: catechesis, evangelization, social action, community building, spirituality, liturgy, guidance, enablement and advocacy. The Youth Ministry Coordinator II typically supervises paid and/or volunteer staff including program leaders and secretarial staff. This classification requires a Masters Degree in Theology or related field OR a Bachelor's Degree with a certificate in Youth Ministry OR Bachelor's Degree with substantial experience and graduate level coursework in theology/catechesis.

Classification Level: M-4
FLSA Status: Exempt

Youth Ministry Coordinator I: Responsible for a youth ministry program of more limited scope in a parish (i.e., a narrower range of activities and programs than described above under Youth Ministry Coordinator II, often without 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.

Classification Level: M-3
FLSA Status: Exempt

Youth Minister: 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.

Classification Level: M-1
FLSA Status: Exempt

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BOOKKEEPER SERIES

GENERAL DESCRIPTION: Responsible for providing bookkeeping services to the parish. Maintains financial bookkeeping system including accounts payable, receivable, payroll and cash receipts. Balances accounts, ledgers and reconciles bank statements. Prepares financial statements. May assist with budget and development program.

DESCRIPTION OF LEVELS:

Bookkeeper II: Performs the full range of functions listed above with little direct supervision and only general oversight from pastor or principal.

Classification Level: S-5
FLSA Status: Non-Exempt

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

Classification Level: S-4
FLSA Status: Non-Exempt
HOUSEKEEPER / COOK SERIES

**JOB SUMMARY:** Provides cleaning, cooking and/or laundry services for persons living in the rectory. Positions performing either one or both roles (housekeeping, cooking) should be placed in this classification.

**HOUSEKEEPER/COOK II:** Provides most or all of the above services to three or more residents plus provide other services such as meals for staff meetings, etc.

- **Classification Level:** S-3
- **FLSA Status:** Non-Exempt

**HOUSEKEEPER / COOK I:** Provides fewer services than those listed above or works at a rectory with only one or two residents.

- **Classification Level:** S-2
- **FLSA Status:** Non-Exempt
MAINTENANCE SERIES

GENERAL DESCRIPTION: Responsible for the effective, efficient and safe maintenance, renovation and upkeep of parish buildings and grounds. Alternate titles used below may substitute “Physical Plant”, “Plant Operations,” or “Buildings and Grounds” for “Maintenance”.

DESCRIPTION OF LEVELS:

Maintenance Supervisor II: Supervises the maintenance, renovation, restoration and upkeep of the buildings, mechanical, plumbing, and electrical systems and grounds. Conducts preventive maintenance, safety and energy conservation audits. The classification supervises one or more maintenance employees, may also supervise outside contractors and personally performs higher-level maintenance functions. This position may be appropriately assigned Exempt FLSA status if it is primarily managerial and supervisory.

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

Classification Level: M-2 or S-6
FLSA Status: Exempt or Non-Exempt

Maintenance Supervisor I: Responsible for and personally maintains, renovates, restores, and sees to the upkeep of the buildings, mechanical, plumbing and electrical systems and grounds. May conduct preventive 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.

Classification Level: S-5
FLSA Status: Non-exempt

Maintenance Worker: 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.

Classification Level: S-4
FLSA Status: Non-exempt

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Maintenance Helper/Custodian: 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.

Classification Level: S-3
FLSA Status: Non-exempt

Student Worker: Performs most routine duties during evenings, weekends, summer.

Classification Level: S-1
FLSA Status: Non-exempt
RECEPTIONIST/OFFICE HELPER SERIES

GENERAL DESCRIPTION: Responsible for operating telephone system, distributing mail, greeting and referring visitors, scheduling facilities, data entry, work processing, typing and maintenance of files, photocopying and duplicating of materials, handling of bulk mailings and providing a variety of other clerical services.

Alternative titles for this classification series include: Office Assistant, Secretarial Assistant, Receptionist, Office Helper, Secretary, Clerk, Clerical Assistant, Data Coordinator, and other similar job titles.

DESCRIPTION OF LEVELS:

Receptionist/Office Helper II: Performs the full range of clerical and secretarial functions listed above or specializes in performing more complex and responsible job responsibilities. The classification requires previous office and word processing experience.

Classification Level: S-3
FLSA Status: Non-exempt

Receptionist/Office Helper I: Performs more routine clerical and secretarial functions listed above. The classification requires no previous experience.

Classification Level: S-2
FLSA Status: Non-exempt

Student Worker: Performs most routine duties during evenings, weekends, summer.

Classification Level: S-1
FLSA Status: Non-exempt

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SECRETARY / OFFICE MANAGER SERIES

GENERAL DESCRIPTION: Responsible for providing secretarial and related office services for members of the parish staff and various other committees and boards. Greets and refers visitors, schedules appointments, processes mail, types or work processes letters, reports, memos. Establishes office record-keeping systems. Schedules and monitors staff office hours. Schedules parish facilities, issues and monitors facility keys. Maintains petty cash fund. Oversees the timely opening and closing of parish office. Oversees inventory of office supplies and maintenance contracts for office machines. May coordinate volunteer programs, prepare and produce weekly bulletin, coordinate student registration process. May maintain parish offering envelope system, sacramental record keeping system, comprehensive student filing system, tuition and fee schedules and media library.

Alternative titles for this classification series include Administrative Assistant, Office Manager, Secretary, Executive Assistant, Executive Secretary, Senior Secretary, Data Coordinator, Volunteer Coordinator and other similar job titles.

DESCRIPTION OF LEVELS:

Office Manager: Responsible for the full range of secretarial/administrative job responsibilities outlined above as appropriate for the job setting (e.g., parish office or religious education office). The Office Manager classification supervises one or more office support staff employees in addition to volunteer workers and personally performs the more sensitive, difficult and complex office functions.

Classification Level: S-6

FLSA Status: Non-exempt

Secretary II: Responsible for many of the job responsibilities outlined above 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.

Classification Level: S-5

FLSA Status: Non-exempt

Secretary I: Responsible for many of the job responsibilities outlined above 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 support staff but may supervise volunteers.

Classification Level: S-4

FLSA Status: Non-exempt

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