

Community Life Coordinator Job Description

St. Cronan Church is a small, vibrant Catholic Church striving to be a welcoming, inclusive faith Community whose members are called to worship together and to participate in building the Living Church. As followers of Jesus Christ, we recognize the value of ministering to each other, of fostering our own spiritual growth, of encouraging a commitment to social justice and sharing, in faith, our gifts with the wider neighborhood and world community.

Key Responsibilities

Serve as pastoral leader of St. Cronan Church

- Provide pastoral care and accompaniment to new and regular members of the community
- Lead the community with a spirituality based on Scripture, everyday experiences of God, and social justice
- Minister to the St. Cronan community integrating key social issues (e.g. equity for women in the Church, racial justice, immigration, equity for marginalized populations in the Church, environmental justice, etc.)
- Serve as a professional resource on theological and Church questions

Serve as primary public leader of St. Cronan Church and liaison to the Archdiocese of St. Louis

- Serve as Ex-Officio member of Church Council
- Co-facilitate Church Assemblies and Council retreats
- Serve as liaison to the Archbishop of St. Louis and St. Margaret of Scotland
- Disseminate documents and communications from the Holy See, the Archdiocese of St. Louis, and the U.S. Conference of Catholic Bishops as appropriate
- Supervise all other St. Cronan Church staff

Collaborate on Liturgy

- Facilitate decision-making and planning as member of the Liturgy Committee
- Serve as resource on Liturgical principles and rituals
- Participate in Community of Preachers
- Maintain a ministerial presence during and after each mass, including Coffee & Donuts
- Coordinate priests when retired priest-in-residence is unavailable for masses

Support Order of Christian Initiation of Adults/Order of Christian Initiation of Children, Faith Formation, and other Sacramental Preparation

- Support OCIA/OCIC, including preparation of catechumens and candidates
- Support preparation of students and families for Sacraments (First Eucharist, First Reconciliation, Confirmation, etc.)
- Assist with baptism and marriage preparations and necessary paperwork

Support and promote community member-led ministries

- Serve as a member of the Social Justice Committee
- Serve as liaison to and provide support and resourcing to Church ministries and Committees on a quarterly basis at minimum in coordination with the Pastoral Associate
- Support coordination and facilitation of retreats
- Support affiliate external ministries (e.g., Assisi House, Immigrant & Refugee Ministry, etc.)

Support financial health of Church and its facilities

- Hold ultimate fiscal responsibility for St. Cronan Church
- Serve as member of Finance Committee
- Assist with grant writing
- Assist with financial audits

Responsibility for maintenance and care of Church facilities

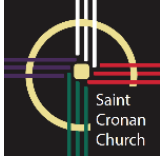
- Arrange for required inspections and implement recommendations for general maintenance and custodial projects as approved by Church Council
- Obtain bids for major projects approved by Finance Committee
- Oversee contractors employed to perform work
- Maintain facility project maintenance logs
- Oversee and manage maintenance personnel
- Serve as liaison for facility tenants and the City of St. Louis

Desired Qualifications

- Personal alignment and commitment to the St. Cronan charism
- Ability to supervise and work within a team, particularly related to decision-making and resolving conflict
- Strong organizational skills
- Strong collaboration and communication skills, including listening, transparency, confidentiality, and ability to work comfortably with a diversity of perspectives within the St. Cronan community
- Experience with careful stewardship of financial, physical, and people resources
- Practicing member of the Catholic Church
- Willingness to learn about and adapt to the St. Cronan community culture and commitment to fostering the gifts of community members
- Confident and flexible approach to serving as an external representative of St. Cronan
- Social justice orientation
- Experience and comfort with Office Suite

Expected Salary & Benefits

- \$50,000-60,000 starting salary
- Health insurance
- Disability insurance
- 403(b) with match after one year
- Paid time off



ST. CRONAN CATHOLIC CHURCH JOB APPLICATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Church of Baptism: _____

Church of First Communion: _____

Church of Confirmation: _____

Church of Marriage: _____

Ordination/Religious Order: _____

Application Questions:

Previous Ministerial Experience(s): _____

Why are you interested in this role?: _____

What gifts would you bring to the St. Cronan community?: _____

Education:

High School: _____ Year Graduated: _____

Bachelors: _____

Year Graduated: _____ Degree(s): _____

Masters/Doctorate/Etc.: _____

Year Graduated: _____ Degree(s): _____

Certification(s): _____