

# Pastoral Assistant

## Holy Family Parish

1525 25<sup>th</sup> Street  
Galveston, Texas 77550

### Who we are:

Holy Family Parish in Galveston is comprised of six churches: St. Mary's Cathedral Basilica, Sacred Heart Church, St. Patrick Church, Holy Rosary Church, Mary Star of the Sea Church, and Our Lady by the Sea Church. The Catholic community of Galveston Island and of the Bolivar Peninsula continue to strive to be one Holy Family Parish, united in the joy of the Holy Spirit and in charity, as missionary disciples. Holy Family Parish offers diversity in worship locations, educational and fellowship opportunities.

### Position Summary:

Holy Family Parish has an immediate opening for a full time **Pastoral Assistant** (PA). The primary purpose of the PA is to serve as office manager and assist the Pastor with administrative and pastoral duties, serving as a liaison as well as providing leadership and consultation for parish staff, groups, committees and processes in the parish. The PA reports to the Pastor.

### Summary of Responsibilities:

- Accountable to the Pastor and makes a broad range of decisions and perform tasks related to the day-to-day operation of Holy Family Parish such as – coordinating insurance and benefit programs for parish staff and facilities; supervising the bookkeeper in the administration of the payroll (including mass stipends for priests), preparation of financial reports and budgets to the parish and the archdiocese in consultation with the pastor and the finance council, providing periodic contribution/donation reports/letters to parishioners, recruiting/supervising volunteers for money-counting according to archdiocesan policies, and ensuring safe and proper depositing of funds and contributions; assist with the preparation of the annual pastoral report and all other archdiocesan required periodic reports.
- Serve as office manager and provide management oversight for administrative staff and participate with the Pastor in overseeing parish ministries
- Responsible for reviewing and completing monthly/periodic bank reconciliation; also, import online giving into parishsoft and prepare contribution letters for online donations above \$250, as well as update the yearly funds from online giving
- Ensure that personnel policies and benefit packages for paid staff are administered according to archdiocesan policies, attending to the issues of employment, onboarding, training, supervision, insurance, employee relations, retirement, and related matters
- Ensure compliance with the ethical and personnel policies, procedures and guidelines for all parish staff
- Regular communication with the Pastor, paid and volunteer staff, the Finance Council, parishioners, the Archdiocese, external vendors and government/regulatory agencies
- Attend meetings (archdiocesan, parish groups, staff, finance and pastoral councils) as needed and at the direction of the pastor.
- Maintain the master calendar, allocating space and facilities for the various parish ministries

- Assist with the preparation of Mass Schedules; responsible for scheduling funerals, baptisms, weddings (including providing information and guidelines about marriage preparation and wedding procedures to couples as well as assigning sacristans and musicians for wedding ceremonies), and other liturgical celebrations (e.g. Quinceañera); and maintain schedules, in collaboration with clergy, staff and volunteers for baptism classes and all other sacramental preparations.
- Maintain and provide accurate sacramental records, certificates, etc. in accordance with archdiocesan polices; send sacramental notifications to parishes of baptism; prepare sacramental certificates when requested; record funerals in death register, etc.
- Serve as Parish CMG coordinator; responsible for yearly updates of collection envelopes to parishioners through OSV and the contract renewal (including canceling envelope subscriptions for parishioners who either move or are deceased), the Official Catholic Directory, and other parish related updates such as the annual Ferry Pass renewal and parish calendar
- Manage other responsibilities that may be needed and as assigned by the Pastor.

**Qualifications:**

- Be an active and practicing Roman Catholic in full communion with the Church.
- Minimum of High School diploma or equivalent. Associates degrees preferred; or a minimum of five years' experience in general office management roles required – or equivalent combination of experience and education.
- Must be flexible, innovative in a fast paced, time-critical environment and the ability to work independently.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex Must have experience and a strong working knowledge of Microsoft Office.
- Bilingual (English/Spanish) preferred.

Suitable candidates may send a cover letter, with resume, and minimum salary requirement\* to [shepherdhfp@gmail.com](mailto:shepherdhfp@gmail.com). Please place JOB TITLE on the subject line.

*\*Submissions that do not include the minimum salary requirement may not receive consideration.*