

Women's Advisory Committee

Task force exploring the role of women in church leadership today



Catholic Women in Leadership:

Appendix B

Job Descriptions for Parish and Diocesan Leadership Roles





Appendix B: *Job Descriptions for Parish and Diocesan Leadership Roles*

Catholic Women in Leadership Study [Final Report] surfaced many graces and challenges among women in their leadership roles. One of the many things requested was more clarity in the various roles in which women might serve the Church. To this end, we have assembled descriptions of several important roles at the parish and diocesan level. Parishes might want to revise these according to their own expectations, but they serve as a helpful overview of what is generally expected for each position. To have women, and laypeople broadly, serving in these roles helps to further the synodal expectations of our Church and expands the sense of communion, participation and shared mission for all involved.

Position: Director of Catechetical Programs

Location: (address)

Reports to:

Employment Type: (Full time or part time)

FLSA Status:

Pay Rate:

Role Summary:

The Director of Catechetical Programs is responsible for overseeing the parish's catechetical initiatives, ensuring they are faithful to the teachings of the Catholic Church and effectively form children, youth, and adults in the faith. This includes sacramental preparation, religious education programs, volunteer catechist training, and fostering a lifelong faith formation environment.

Primary Responsibilities:

Program Development & Implementation

- Develop, coordinate, and oversee all faith formation programs, including religious education (K-12), RCIA/OCIA, sacramental preparation (First Communion, Confirmation), and adult faith formation.
- Ensure programs align with Diocesan guidelines and Church teachings.
- Evaluate and implement curriculum materials that are doctrinally sound and engaging.



Sacramental Preparation

- Organize and oversee sacramental preparation programs for children, youth, and adults.
- Coordinate with clergy, parents, and catechists to ensure candidates are properly prepared.
- Plan and assist with sacramental celebrations such as First Reconciliation, First Communion, and Confirmation.

Volunteer Coordination & Catechist Formation

- Recruit, train, and support volunteer catechists and ministry leaders.
- Provide ongoing formation and spiritual enrichment opportunities for catechists.
- Conduct training sessions and retreats as needed.

Family & Community Engagement

- Foster relationships with families, encouraging faith formation within the home.
- Organize parish-wide events that promote faith education and community building.
- Collaborate with other parish ministries to integrate catechesis into the broader parish mission.

Administrative & Pastoral Responsibilities

- Develop and manage the catechetical program budget.
- Maintain records of student participation, sacramental preparation, and catechist certification.
- Stay informed of Diocesan policies, best practices, and catechetical trends.
- Attend staff meetings, diocesan workshops, and formation events.

Qualifications & Skills:

- Practicing Catholic in good standing with a deep understanding of Church teachings.
- Bachelor's or Master's degree in Theology, Religious Education, Catechetics, or a related field preferred.
- Experience in parish faith formation leadership or catechesis.
- Strong organizational, leadership, and communication skills.
- Ability to work collaboratively with clergy, staff, volunteers, and families.
- Proficiency in technology and digital tools for catechesis (preferred).
- Bilingual (Spanish/English) a plus, depending on the parish community.



Physical Demands:

While performing the duties of this job the employee is regularly required to be in an office at a computer workstation and access information from a computer and use a telephone. The employee is required to be mobile to, from, and within the pastoral center, as well as maneuver throughout the facility to attend meetings, briefings, and other work-related events. The employee may be required to conduct trips to, from, and within various city and county-wide locations to attend meetings or events. The employee must occasionally lift and/or move up to 15 pounds.

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Position: Director of Liturgy and Liturgical Music

Location: (address)

Reports to:

Employment Type: (Full time or part time)

FLSA Status:

Pay Rate:

Position Summary:

The Director of Liturgy and Liturgical Music collaborates with the pastor and parish staff to plan, coordinate, and implement the liturgical life of the parish in accordance with the liturgical norms and traditions of the Roman Catholic Church. This position oversees all aspects of liturgical ministry and music, ensuring that parish liturgies are prayerful, beautiful, and conducive to full, conscious, and active participation.

Essential Duties and Responsibilities:

Liturgical Leadership

- Coordinate the **planning and execution** of all parish liturgies, including Sunday Masses, Holy Days, Triduum, funerals, weddings, and other sacramental celebrations.
- Chair or collaborate with the **parish liturgy committee**.



- Train and support **liturgical ministers**, including lectors, extraordinary ministers of Holy Communion, altar servers, sacristans, greeters, and environment decorators.
- Ensure proper implementation of **liturgical norms** from the Roman Missal, General Instruction of the Roman Missal (GIRM), and diocesan guidelines.
- Collaborate with clergy, deacons, and other pastoral staff to support sacramental and seasonal liturgies (e.g., RCIA rites, Confirmation, Advent, Lent).

Music Ministry

- Oversee all aspects of parish **liturgical music**, including selection of music for Masses, funerals, weddings, and special liturgies.
- Recruit, train, and schedule **cantors, choir members, instrumentalists**, and other music volunteers.
- Direct or supervise parish choirs and ensembles (adult, children, contemporary, etc.).
- Ensure music selections are **liturgically appropriate, theologically sound, and pastorally sensitive**.
- Maintain music library, licenses (e.g., OneLicense, CCLI), and instruments.

Administrative

- Develop and manage the **liturgical and music ministry budget**.
- Coordinate with parish maintenance and communications staff for environment setup and liturgy promotion.
- Maintain liturgical calendar and schedule of ministers.

Participate in parish staff meetings and diocesan liturgy/music workshops as appropriate.

Qualifications

- Practicing **Roman Catholic** with a deep appreciation for Catholic liturgy and music.
- Bachelor's degree or equivalent experience in liturgy, music, theology, or pastoral ministry.
- Proficiency in **vocal and instrumental performance** (especially piano and/or organ preferred).
- Familiarity with **Catholic liturgical documents**, Church seasons, and music repertoire across traditional and contemporary styles.
- Strong organizational, communication, and pastoral skills.
- Ability to work collaboratively with clergy, staff, and volunteers.
- Experience with music technology, notation software, and digital sound systems is a plus.
- Must complete **diocesan Safe Environment training** and background check.

Physical Demands:

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Director, Office for Evangelization and Catechetical Ministry

Name: Diocese of San Diego, Pastoral Center

Location: 3888 Paducah Drive, San Diego, CA 92117

Reports to: Cardinal

Employment Type: Full Time (35 Hrs.)

FLSA Status: Exempt

Pay: \$ based on education and experience.

To Apply: Please include a brief cover letter with your application that outlines your desire to serve the Catholic Church in this capacity

Position Overview:

The Director will work collaboratively with the office team in developing, envisioning, creating, leading, and providing ongoing leadership formation for parish catechetical ministers, catechists and Master Catechists. The Director will assist and oversee the coordination, implementation of evangelizing catechesis formation processes throughout the various areas of ministry such as: Pre-K thru Eighth grade, pre-baptism preparation, sacramental preparation, OCIA and adult faith formation. The Director will avail themselves to assist Pastors and their catechetical teams in the development and implementation of parish level evangelization and discipleship formation for persons of various cultures.

Essential Duties and Responsibilities:

- **Catechesis**
 - Oversee the leadership and catechist formation and certification programs for parish catechists, Master Catechists, catholic school teachers who teach religion, and other parish catechetical ministers.



- Coordinate the diocesan catechetical and evangelization event calendar, workshops, in-services, courses, and retreats in San Diego and Imperial counties.
- Ongoing oversight and review of the Basic Catechist Course and the Master Catechist Course and parish catechetical and evangelization curriculum
- Provide guidance to parishes and their ministers pertaining to certification and ongoing renewal.
- Promote networking of parish DCM's/coordinators and other parish catechetical ministers.
- Serve as a resource to parishes through consultation and visitation
- **Sacramental Preparation**
 - Provide guidance to parishes and their ministers pertaining to sacramental catechesis, pre-baptism team preparation, special needs, OCIA, adult formation, bible studies, evangelization and forming disciples.
 - Assist in coordinating the annual Diocesan Rite of Election ceremonies in both San Diego and Imperial counties
- **Evangelization**
 - Collaborate with other diocesan offices to promote evangelizing catechesis and design new approaches to establish a new means of serving diverse populations
 - Assist in the co-coordination of Profetas en Mision/IV Catholic Conference, and the bi-annual catechetical conference
- **Collaboration**
 - Attend and co-lead deanery meetings.
 - Attend priest deanery meetings when necessary
 - Attends staff and commission meetings
 - Participate in regional diocesan catechetical gatherings and meetings
 - Attend monthly curia meetings and collaborate on the Pastoral Roundtable meetings
- **Communication**
 - Update and maintain current the website and social media accounts for the office
 - Report regional and national news to constituency and share with pastoral offices
- **Other**
 - Create and develops the budget for the office.
 - Dedicate time for professional development, through reading, attendance at conferences, workshops, and courses.

Qualifications:

To perform this job successfully, the candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or



ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Advanced degree in Pastoral Theology or the equivalent and substantial experience at the parish or diocesan level
- Be a servant-leader, compassionate and willing to accompany those entrusted to the care of the office.
- Practicing their Catholic faith
- Bilingual and Bicultural
- Intercultural skills- Sensitivity towards the various cultures which makeup our local church
- Understanding of the implications of Evangelization and its relationship with Catechesis.
- A strong understanding of the parish ministry experience working with various catechetical programs
- Knowledge of diocesan and parish structures
- Excellent interpersonal and communication skills, both written and oral.
- Have an understanding of networking and telecommunications and the impact of media and technology on the learning process.
- Ability to work with clergy, accompany and guide pastoral ministers, and lay people.
- Creative ability to innovate, adapt and embrace co-responsible leadership.
- Ability to work well with others in a synodal way.

Other Skills and Abilities:

- Proactive and ability for independence in judgment in carrying out the duties and responsibilities of the position
- Ability to work in a fast-paced environment
- Excellent time management skills and ability to multi-task
- Ability to express ideas clearly and concisely
- Skill in planning large scale events and organization
- Able to evaluate, develop and apply catechetical/evangelization programs;
- Skilled in the use of human and public relations, listening and communications;
- Avid in using Microsoft Office Suite and Google Suite
- Ability to manage, maintain and communicate via Flocknote
- Ability to use Canva software and/or Adobe Photoshop or other graphic/art publishing software.
- Ability to post and create content for social media.

Physical Demands:

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Position: Director of Marriage Preparation

Location: (address)

Reports to:

Employment Type: (Full time or part time)

FLSA Status:

Pay Rate:

Position Summary

The Director of Marriage Preparation serves couples preparing for the Sacrament of Matrimony, guiding them through a process of formation, prayer, and discernment. This ministry supports engaged couples by providing catechesis, resources, mentoring, and a welcoming connection to the parish community. The Director ensures all marriage preparation processes align with diocesan and parish guidelines and reflects the richness of the Catholic Church's teaching on marriage and family life.

Essential Duties and Responsibilities

- Serve as the **primary point of contact** for engaged couples seeking marriage at the parish.
- Oversee the **entire marriage preparation process**, including:
 - Initial intake and interview
 - FOCCUS or similar pre-marital inventory and review
 - Scheduling of meetings with clergy
 - Coordination of marriage preparation retreats or classes (in-house or diocesan)
 - Natural Family Planning (NFP) education



- Recruit, train, and support **mentor couples** and volunteers for marriage formation programs.
- Provide resources and pastoral support that foster **ongoing conversion and spiritual growth**.
- Maintain accurate records of couple progress, documentation, and completion of required components.
- Collaborate with clergy, pastoral staff, and liturgy coordinators for wedding planning and liturgical preparation.
- Ensure compliance with **diocesan marriage guidelines**, canonical requirements, and civil/legal considerations.
- Organize enrichment opportunities for married couples and families (optional but encouraged).
- Communicate regularly with parish staff and maintain a welcoming and compassionate pastoral presence.

Qualifications

- Practicing **Catholic** in good standing with a sound understanding of Catholic teaching on marriage and family life.
- Bachelor's degree in theology, pastoral ministry, or related field preferred.
- Experience in marriage ministry, catechesis, or pastoral care.
- Ability to maintain confidentiality and provide compassionate guidance.
- Familiarity with pre-marital inventories (e.g., FOCCUS, Prepare/Enrich) and Natural Family Planning is a plus.
- Must complete **diocesan Safe Environment training** and background check.

Physical Demands:

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Position: Director of Youth Ministry

Location: (address)

Reports to:

Employment Type: (Full time or part time)

FLSA Status:

Pay Rate:

Position Summary

The Director of Youth Ministry leads and coordinates a comprehensive youth ministry program for middle school and high school youth, fostering their spiritual growth, Catholic identity, and active participation in parish life. Rooted in the teachings and traditions of the Catholic Church, this role supports families in the faith formation of their children through evangelization, catechesis, liturgical participation, service opportunities, and community building.

Essential Duties and Responsibilities

- Develop, coordinate, and lead youth ministry programs for **Grades 6–12**, including:
 - Weekly or monthly youth group gatherings
 - Retreats and spiritual events
 - Service projects and mission opportunities
 - Participation in diocesan events (e.g., youth conferences, rallies)
- Recruit, train, and support **volunteer core team members** and catechists.
- Collaborate with parish staff, including the Director of Religious Education and music/liturgy coordinators, to ensure integration of youth in parish life.
- Facilitate or support sacramental preparation for Confirmation (as applicable).
- Provide pastoral care and mentoring to youth, fostering a welcoming and inclusive environment.
- Communicate regularly with parents and families to encourage engagement and partnership.
- Manage the youth ministry **budget**, registration processes, and necessary documentation (e.g., permission slips, Safe Environment protocols).
- Maintain a presence at parish liturgies and events to promote youth involvement.
- Attend diocesan trainings, meetings, and continuing education relevant to youth ministry.

Qualifications

- Practicing **Roman Catholic** in good standing with a strong knowledge and love of the Catholic faith.
- Current California Catechists Certificate
- Completed or enrolled in CMD Certificate Program for Youth Ministry



- Bachelor's degree in theology, pastoral ministry, religious education, or a related field (or equivalent experience).
- Experience working with youth in a ministry setting (parish, school, or diocesan level).
- Excellent communication, organizational, and interpersonal skills.
- Proficiency with digital tools (social media, email platforms, Microsoft Office, etc.).
- Must complete diocesan **Safe Environment training** and background check.

Physical Demands:

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Position: Parish Council Chair

Reports to: Pastor

Term: Typically 3-5 years (varies by parish)

Status: Volunteer

Role Summary:

The Parish Council Chair provides leadership and direction for the Parish Council, ensuring effective collaboration between the pastor, council members, and parish community. The Chair facilitates council meetings, supports pastoral planning, and promotes active engagement in parish life while upholding the mission of the Catholic Church.

Primary Responsibilities:

1. Leadership & Facilitation

- Lead and facilitate **Parish Council meetings**, ensuring meaningful discussion and decision-making.



- Set meeting agendas in collaboration with the pastor and parish staff.
- Ensure council decisions align with the **parish's mission, vision, and strategic goals.**
- 2. **Advisory Role to the Pastor**
 - Serve as the primary liaison between the council and the pastor, providing insights on parish needs and priorities.
 - Offer guidance on spiritual, pastoral, and administrative matters.
 - Help develop and implement initiatives that enhance parish life and outreach.
- 3. **Parish Planning & Development**
 - Assist in **pastoral planning**, goal setting, and evaluating parish programs.
 - Encourage participation in parish ministries, evangelization, and faith formation.
 - Support parish growth and community engagement efforts.
- 4. **Stewardship & Financial Collaboration**
 - Work closely with the **Finance Committee** to ensure responsible financial stewardship.
 - Support fundraising, capital campaigns, and budget planning as needed.
 - Promote transparency and accountability in parish financial matters.
- 5. **Communication & Engagement**
 - Foster clear and open communication between the pastor, council members, and parishioners.
 - Ensure that council decisions and initiatives are shared effectively with the parish community.
 - Encourage input from parishioners and address community concerns.
- 6. **Collaboration & Team Building**
 - Guide and support **council members** in fulfilling their responsibilities.
 - Promote a spirit of teamwork and prayerful discernment in decision-making.
 - Ensure that council activities reflect the values and teachings of the Catholic Church.

Qualifications & Skills:

- **Active, practicing Catholic** in good standing with the Church.
- **Strong leadership and organizational skills** to guide council discussions and initiatives.
- **Effective communication and facilitation skills** to ensure productive meetings.
- **Commitment to the Church's mission** and a deep understanding of Catholic teachings.
- **Ability to work collaboratively** with clergy, staff, and parishioners.
- **Experience in strategic planning, leadership, or administration** is a plus.

Time Commitment:

- Lead and attend **Parish Council meetings** (monthly or quarterly).
- Additional time for planning, parish events, and collaboration with parish leadership.



Physical Demands:

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Position: Parish Council Member

Reports to: Pastor

Term: Typically 3-5 years (varies by parish)

Status: Volunteer

Role Summary:

A Parish Council Member serves as an advisory leader to the pastor, providing insight, guidance, and support in fostering the spiritual, pastoral, and administrative growth of the parish community. Council members collaborate with clergy, staff, and parishioners to promote the mission of the Catholic Church and ensure the parish's vitality.

Primary Responsibilities:

1. Advisory Role to the Pastor

- Provide counsel and recommendations on pastoral, spiritual, and administrative matters.
- Assist in developing and evaluating parish programs, ministries, and outreach efforts.
- Support the pastor in strategic decision-making for the parish's future.

2. Pastoral Planning & Mission Development

- Help define and implement the parish's vision, mission, and goals.



- Participate in discussions on evangelization, faith formation, and community-building initiatives.
- Support efforts to engage parishioners in active participation in parish life.
- 3. **Parish Stewardship & Financial Oversight**
 - Collaborate with the **Finance Committee** to ensure responsible stewardship of parish resources.
 - Assist in fundraising, capital campaigns, and budget planning as needed.
 - Promote financial transparency and encourage parishioner engagement in stewardship.
- 4. **Community Engagement & Outreach**
 - Represent the needs and concerns of parishioners in council discussions.
 - Support and promote parish ministries, social justice initiatives, and charitable efforts.
 - Foster relationships with the broader community and diocesan organizations.
- 5. **Collaboration & Communication**
 - Attend and actively participate in **Parish Council meetings** (monthly or quarterly).
 - Communicate council discussions and decisions to parishioners when appropriate.
 - Work closely with clergy, staff, and other parish committees.

Qualifications & Skills:

- **Active, practicing Catholic** in good standing with the Church.
- **Commitment to the Church's mission** and values.
- **Leadership and teamwork skills** to effectively collaborate with clergy and fellow parishioners.
- **Good communication and listening skills** to represent the parish community's needs.
- **Ability to maintain confidentiality** when handling sensitive parish matters.
- **Familiarity with parish operations** and Catholic teachings preferred.

Time Commitment:

- Attend **regular Parish Council meetings** (monthly or quarterly).
- Participate in parish activities, planning efforts, and special events as needed.

Physical Demands:

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Position: Finance Committee Chair

Reports to: Pastor

Term: Typically 3-5 years (varies by parish)

Status: Volunteer

Role Summary:

The Finance Committee Chair provides leadership and oversight for the parish's financial operations, ensuring sound fiscal management and compliance with Church and civil financial policies. The Chair leads the Finance Committee in advising the pastor on financial planning, budgeting, stewardship, and transparency to support the mission of the Catholic Church.

Primary Responsibilities:

1. Leadership & Oversight

- Serve as the primary liaison between the Finance Committee and the pastor.
- Lead Finance Committee meetings, ensuring agendas, discussions, and decisions align with the parish's financial needs.
- Ensure proper financial stewardship and ethical handling of parish assets.

2. Financial Planning & Budgeting

- Oversee the development and approval of the parish's **annual budget** in collaboration with the pastor and parish staff.
- Monitor financial reports, ensuring alignment with budget goals and parish priorities.
- Provide guidance on financial forecasting and long-term planning.

3. Review & Compliance

- Ensure financial controls and policies are in place to prevent fraud and mismanagement.
- Oversee the review of financial statements, bank reconciliations, and audits.
- Ensure compliance with **diocesan guidelines**, civil laws, and accounting best practices.



4. **Stewardship & Revenue Management**

- Support parish **fundraising, offertory collections, and capital campaigns**.
- Advise on parish revenue sources, including planned giving, endowments, and grants.
- Promote a culture of financial stewardship within the parish community.

5. **Parish Communication & Transparency**

- Provide regular financial updates to the pastor, parish council, and parishioners.
- Ensure the publication of an **annual financial report** for transparency.
- Educate parishioners on the importance of financial stewardship.

6. **Collaboration & Meetings**

- Organize and facilitate **Finance Committee meetings** (monthly or quarterly).
- Work closely with the pastor, parish council, business manager, and diocesan representatives.
- Participate in diocesan financial training or workshops as needed.

Qualifications & Skills:

- **Financial Expertise:** Background in finance, accounting, business administration, banking, or a related field.
- **Leadership & Decision-Making:** Experience leading teams or committees, with strong organizational skills.
- **Budgeting & Financial Planning:** Ability to oversee financial management, budgeting, and forecasting.
- **Integrity & Confidentiality:** Commitment to ethical financial practices and maintaining confidentiality.
- **Knowledge of Church Finance:** Understanding of Catholic stewardship principles and parish financial structures.
- **Strong Communication Skills:** Ability to explain financial matters to clergy, staff, and parishioners in a clear and transparent manner.
- **Familiarity with Nonprofit Finances:** Knowledge of nonprofit financial management, fundraising, and reporting preferred.
- **Technology Proficiency:** Comfortable using financial software, spreadsheets, and accounting tools.

Time Commitment:

- Attend and lead **Finance Committee meetings** (monthly or quarterly).
- Additional time as needed for budget preparation, fundraising events, and financial reporting.

Physical Demands:

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Position: Finance Committee Member
Reports to: Pastor and Parish Finance Chair
Term: Typically, 3-5 years (varies by parish)
Status: Volunteer

Role Summary:

The Finance Committee Member provides financial oversight, guidance, and stewardship to ensure the responsible management of parish resources in alignment with the mission of the Catholic Church. The committee supports the pastor in financial planning, budgeting, and accountability while maintaining transparency and integrity in all financial matters.

Primary Responsibilities:

- 1. Financial Oversight & Stewardship**
 - Assist in reviewing and approving the parish's annual budget.
 - Monitor financial reports, including income, expenses, and investments.
 - Ensure responsible stewardship of parish assets, including property and endowments.
- 2. Advisory Support to the Pastor**
 - Provide financial counsel and recommendations for decision-making.
 - Ensure compliance with diocesan financial policies and guidelines.
 - Assist in long-term financial planning and sustainability strategies.
- 3. Review & Compliance**
 - Regularly review financial statements and bank reconciliations.
 - Ensure financial controls and policies are in place to prevent fraud and mismanagement.
 - Ensure compliance with civil and canonical laws regarding parish finances.



4. Fundraising & Revenue Management

- Support parish fundraising efforts, including offertory collections and capital campaigns.
- Assist in identifying and developing new revenue sources.
- Oversee proper handling of donations and ensure donor transparency.

5. Parishioner Communication & Transparency

- Assist in preparing and presenting financial reports to the parish community.
- Promote financial transparency through regular updates and annual reports.

6. Collaboration & Meetings

- Attend and actively participate in scheduled finance committee meetings.
- Work collaboratively with other parish councils, committees, and staff.

Qualifications & Skills:

- **Financial Expertise:** Background in finance, accounting, business administration, banking, investments, or a related field preferred.
- **Budgeting & Financial Planning:** Experience in financial management, budgeting, and forecasting.
- **Attention to Detail:** Strong analytical and problem-solving skills to assess financial statements and identify trends.
- **Integrity & Confidentiality:** Must adhere to ethical and legal standards, ensuring confidentiality in all financial matters.
- **Understanding of Catholic Stewardship:** Familiarity with Catholic teachings on financial stewardship and commitment to the Church's mission.
- **Teamwork & Communication:** Ability to work collaboratively with clergy, staff, and parishioners, and communicate financial information effectively.
- **Familiarity with Nonprofit Finances:** Knowledge of nonprofit financial management and fundraising is a plus.
- **Technology Proficiency:** Comfortable using financial software, spreadsheets, and digital reporting tools.

Time Commitment:

- Attend **regular finance committee meetings** (monthly or quarterly).
- Additional time as needed for budget preparation, fundraising events, and special projects.

Physical Demands:

While performing the duties of this job the employee is regularly required to be in an office at a computer workstation and access information from a computer and use a telephone. The employee is required to be mobile to, from, and within the pastoral center, as well as maneuver throughout the facility to attend meetings, briefings, and other work-related events. The employee may be required to conduct trips to, from, and within various city and county-wide locations to attend meetings or events. The employee must occasionally lift and/or move up to 15 pounds.



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Catholic Diocese of San Diego is committed to creating a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, gender, national origin, genetics, disability, age or veteran status.



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