

## Parish Assistant Administrator – Position Search

February 19, 2019, the priests of the Diocese met with the Bishop and his staff regarding the plan for the Diocese in light of the diminishing number of priests. The proposal divided up the diocese into seventeen regions. These regions associated parishes together for the assignment of priests. St. Joseph Parish, Randolph, was placed in Region 3 called Portage South. It includes the three parishes of St. Joseph Randolph, St. Peter of the Fields, and Holy Spirit in Uniontown. These three parishes will be assigned two priests.

The priests will be spending their time primarily in pastoral work. Much of the administrative work may be done by the staff under the direction of an Administrative person. The following is a short list of activities for an Assistant Administrator at St. Joseph at this time. This is part of our parish preparing for **continuity in leadership**.

1. Assist the pastor in hiring, supervising, and evaluating parish staff.
2. Direct the business management, physical growth, and maintenance of the parish.
3. Assist the pastor, the administrative assistant, and the accountant with the Annual Financial and Sacramental Report to the Diocese.
4. Participate in the Parish Committee meetings as appropriate to accomplish the business management of the parish.
5. Foster community outreach and social action including the oversight of fundraising activities of parish and school.
6. Alert Pastor of any pastoral needs of parishioners that come to the Administrator's attention.

The amount of time for this position is variable, perhaps two days per week. The position can be a paid position, a volunteer position, or a mixture of the two. The person reports to the canonical pastor of the parish.

General requirements: an active member of our parish, previous successful administrative or business past, uplifting social skills, and a person conveying positive views of our parish and its growth.

If you wish to nominate a person or be considered for this service at St. Joseph Parish, please call and leave your name with Sandy at the church office.

Thomas S. Acker, S.J.

February 25, 2019