POSITION TITLE: DIRECTOR OF MINISTRIES
Blue Hills Collaborative

REPORTS TO: PASTOR

Primary Function of This Position
The Director of Ministries is a professionally qualified team member who reports directly to the Pastor. He or she assists the Pastor in the daily operation of the parishes of the Collaborative, coordinating sacramental, catechetical, media/communications, CORI management and other needs of the Collaborative, as assigned by the Pastor. The Director of Ministries is first and foremost a person of faith committed to Jesus Christ and His Church. He or she values the organization, responsible management of resources, and helps the Church fulfill its mission and purpose. The Director of Ministries should have the gifts, skills, experience, and knowledge to manage coordinators of ministry and the corresponding volunteers on behalf of the Pastor for the mission of the parishes of the Collaborative.

Position Responsibilities
The Director of Ministries serves in a key management position in support of the Pastor, and together with the Finance & Operations Manager and Office Manager, forms the executive team for the Collaborative, and ensures that the pastoral and administrative needs of the parishes of the Collaborative are met. Duties include but are not limited to:

Coordinate and Direct Religious Education Program Grades K-10
Supervise Religious Education Staff
Coordinate and Supervise Youth Ministry Program
CORI management
Hospitality supervision
Baptism Preparation
Coordinate and supervise Volunteer Ministry including recruitment, management, coaching, training, supporting, and assessing of volunteers and volunteer programs.
Participate in and support Archdiocesan initiatives, conferences, programs and training opportunities
Coordinate and host Community Events

Qualifications

- A Catholic in good standing, who understands and supports the mission of the Church and of the Archdiocese of Boston.
- A willingness to be a leader in the evangelization effort of the Church, including being a witness to one's own relationship with Christ.
- Bachelor’s degree in theology, catechesis, or related field.
- Experience working in a parish or related setting strongly preferred.
- At least five years’ experience in a significant professional leadership position.
- Strong oral and written communication skills.
- Ability to work within the structure of the leadership of the Collaborative.
- Ability to be detail oriented, and to work independently.
- Flexibility in work hours.
- A positive and upbeat attitude and demeanor.
- Proficiency with Parishsoft, Social Media and Microsoft Office.