

Parish Staff Listing

Please note: Priest, Deacon, and Pastoral Associate assignments are maintained by the Diocesan Chancery

Position	Required Position	Receive the Chancery Bulletin	Documentary reference	Title	Relevant Legislation or Norm	Specific Legislation, or Norm	Quoted Legislation or Norm.
--Catholic Education							
Catechist or Evangelization Contact	X	Yes	Synod V, Section 10	Catechesis and Evangelization	Nos. 134-154	No. 134	"Catechesis and evangelization are at the foundation of the life of the Church in the Diocese. Therefore, they are always to be given first attention in the carrying out of the Church's mission."
DRE - CRE	X	Yes	Synod V, Section 10	Catechesis and Evangelization	Nos. 134-154	No. 140	"Individual parishes, parishes working together or deaneries are to have the service of a qualified and doctrinally sound director or coordinator of religious education."
Lay Formation Institute Graduate	X - For parishes with people in the program	---	Synod IV, Part 1, Chapter	Lay Ministry	No. 25, 174-175	No. 175	The (Lay Ministry Program) prepares the individual to share more in the ministry of the Church. The program of preparation covers a two-year period. The individual undertakes the study of theology, Sacred Scripture, and spirituality; then the individual specializes in one area of ministry such as sacred worship, social justice Catholic education, or family life."
Leader of Prayer Graduate	X - For parishes with people in the program	---					
Parish School - Principal	X - For parishes with a parish school	Yes	Synod V, Section 11	Catholic Schools	Nos. 155-174	No. 156	"The administration of the Catholic schools is to work closely with all parish, deanery and Diocesan consultative bodies, in order that the good of the Catholic schools is always stressed in considering the means of carrying out the Church's mission."
Parish School - Teacher	- For parishes with a parish school	---					
Parish School - Secretary	X - For parishes with a parish school	Yes					
--Marriage and Family Life							
Family Life Contact	X	Yes	Synod V, Section 2	Catholic Family Life in Today's Society	Nos. 22-36	No. 24	"Each parish pastoral council is to have a Family Life Committee or, at least, a member of the parish pastoral council with the designated responsibility of keeping family-life issues before the whole parish pastoral council. "
Marriage Contact	X	Yes	Synod V, Section 1	Christian Marriage	Nos. 1-21		
Men's Ministry Contact	X - For parishes with a designated men's ministry	Yes					
PCCW - Women's Ministry Contact	X	Yes	Synod V, Section 8	Associations of the Faithful	Nos. 199-227	No. 214	"The mission statement of the PCCW is to support and educate all Catholic women in spirituality, leadership and service."
Vocations Contact	X	Yes	Synod V, Section 7	Vocations and Ministries	Nos. 76-96	No. 80	"Parishes are to have a vocations committee or at least one member of the pastoral council who has special responsibility for promotion and fostering vocations to the priesthood and the consecrated life."
Youth and Young Adult Ministry Contact	X	Yes	Synod V, Section 4	Ministry to Youth and Young Adults	Nos. 44-54	No. 49	"Directors of youth ministry on the parish, inter-parish or deanery level are to be employed in order that the young people, both before and after receiving the Sacrament of Confirmation, will continue to grow in their knowledge and practice of the Catholic faith."
--Sacred Worship							
Liturgy or Music Contact	X	Yes	Synod V, Section 9	Sacred Worship Prayer and Prayer and Devotional Life	Nos. 104-133		
RCIA Contact	X	Yes	Synod V, Section 10	Sacred Worship Prayer and Prayer and Devotional Life	Nos. 104-133	No. 104	"The Rite of Christian Initiation of Adults is to be implemented fully for all unbaptized who seek the Sacraments of Christian Initiation."
--Social Justice							
Respect Life Representative	X	Yes	Synod V, Section 15	Respect for Life	Nos. 209-219		
Rural Life Contact	X - For parishes that participate in this program	---	Synod V, Section 16	Pastoral Dimensions of Rural Life	Nos. 220-230		
Social Concerns Representative	X	Yes	Synod IV, Part 2, Section	Social Justice	Nos. 47-48	No. 48.c	"The parish social justice committee is consultative to the parish pastoral council. The members study the social teaching of the Church and grow in its understanding."
--Parish Administration/Finance							
Administrative Assistant or Secretary	X	Yes	On Consultation in the	Consultation in the Parish, Deanery and Diocese	Pastoral Letter	Page 6	"Finally, there is administration, the responsibility of those, employed and volunteer, who carry out in practice or implement the pastoral policies and programs of the parish, the deanery, and the diocese."
Bulletin Editor	X	Yes					
Cemetery Contact	X - For parishes with a cemetery	Yes	Synod V, Section 23	Church Administration of Temporal Goods	Nos. 293-304	No. 303	"Catholic cemeteries are to be administered in accord with universal Church law, and Bishop Raymond Burke's Pastoral Letter On the Christian Burial of the Dead."
Finance Contact	X	Yes	Synod V, Section 22	Church Stewardship	Nos. 282-292		

Finance Council Chairperson	X	Yes	On Consultation in the Parish and Deanery	Norms for Parish Finance Councils	Nos. 6-7	No. 6.1	"The pastor of the parish presides over the parish finance council in virtue of his pastoral responsibility to administer the temporal goods of the parish (Canon 532). He may designate a member to act as chairperson and to assist him in his responsibilities for the finance council."
ParishSOFT Accounting Contact	X - For parishes using Connect Now Accountin	Yes	Synod V, Section 23	Church Administration of Temporal Goods			
ParishSOFT Family Directory Contact	X	Yes					
Pastoral Council Assistant to the Presiden	X	Yes	On Consultation in th	Norms for Parish Pastoral Councils	Nos. 5-6	No. 2	"The parish pastoral council shall elect one member to the office of assistant to the president, who helps the pastor in his responsibilities for the parish pastoral council."
Pastoral Minister	X - For parishes with a Pastoral Minister	Yes					
Safe Environment Contact	X	Yes					
Social Media Contact	X - For parishes with social media	Yes	Synod V, Section 14	Church Use of Communications Media and Technology	Nos. 199-208		
Webmaster	X - For parishes with a website	Yes					

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