

## **Catholic Diocese of Saginaw**

### **Job Description**

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**TITLE:** Vicariate Liaison and Coordinator of Lay Ecclesial Ministry  
**SUPERVISOR:** Director of Parish Life and Evangelization  
**STATUS:** Full-time, Exempt, Salary *(based on 40 hours per week)*

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**Date:** January 2026

#### **Liaison Position Summary:**

The Vicariate Liaison of the Office of Parish Life and Evangelization is a human bridge between the resources of the diocesan offices and an assigned vicariate, its parishes, and lay leaders. The Liaison is charged with direct parish contact approximately 25% of the time, including attending the assigned vicariate meetings, listening to and assessing needs within and among the parishes of the vicariate. The liaison also will respond to diocesan school needs within their vicariate upon the request of the Director of Parish Life and Evangelization and Superintendent of Schools.

#### **Coordinator of Lay Ecclesial Ministry Summary:**

The Coordinator of Lay Ecclesial Ministry is responsible for the working with all parish leaders to recruit individuals desirous of participating in adult lay ecclesial education for deepening their knowledge of the faith, their commitment to Our Lord Jesus Christ and service of the Church; secures the services of qualified instructors; safeguards full participation in all components of the formation process: theological, spiritual, pastoral, human and ministerial; ensures that all requirements are met for individuals seeking (re)commissioning; provides on-going opportunities, including retreats, seminars, and periodic assemblies; and regularly communicates with parish leaders in order to maximize the gifts and talents of each lay ecclesial minister.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

#### **Vicariate Liaison**

Prayerfully discern and create communication and collaborate within the designated vicariate and the Diocese, consistent with respecting the life and dignity of all.

Specific responsibilities include:

- Engage regional vicar, parish and ministerial leaders, listening for means to introduce [re]evangelization; promote and energize parish and inter-parish faith and sacramental formation, worship, multicultural ministry, and the Church's social teaching
- Assist parish leaders to reach beyond parish membership to support individuals' spiritual growth
- Collaborate with diocesan and parish colleagues to develop initiatives among parishes and vicariates, supportive of parish life and [re]evangelization
- Participate in department's creation of annual plan and budget for the activities of the department, with particular responsibilities for plan and budget for lay ecclesial ministry
- Other duties as assigned by supervisor.

#### **Lay Ecclesial Ministry**

Create, direct, and maintain the education and formation of lay ecclesial ministers and provide on-going communication with parishes to provide optimum settings for lay ministers to be sponsored by and to provide services to parishes; develop on-going educational and formational programs and other resources to promote beneficial impact.

Specific responsibilities include:

- Report regularly on the progress and needs of parishes to the Director of Parish Life and Evangelization and regional vicars to generate collaboration
- Disseminate information to and collaborate with colleagues to effectively focus diocesan resources on lay ecclesial ministry

- Organize, coordinate, and supervise diocesan-wide efforts related to evangelization as it pertains to lay ecclesial ministry
- Promote and ensure the implementation of all diocesan policies for Lay Ecclesial Ministry, including the Code of Conduct
- Collaborate with parish leaders and colleagues in offering liturgical celebrations, retreats, seminars, workshops and other events
- Engage adults in dialogue, study, and service, opening communication with parish and ministerial leaders supportive of the transformational grace found in Our Lord Jesus Christ
- Contribute to identifying, developing, and sharing resources throughout the Diocese to enhance adult volunteer engagement in parishes
- Host, lead, and evaluate in gatherings, seminars, and classes on topics related to parish life and lay ecclesial ministry
- Other duties as assigned by supervisor

### **ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports to Director of Parish Life and Evangelization
- Maintain professional relationships with diocesan staff, parish leaders, parish staff and volunteers

### **QUALIFICATIONS & SKILLS**

**Education:** Bachelor's degree (and/or Masters) in Religious Studies, Pastoral Ministry, Theology, or related field

**Experience:** Knowledge and understanding of lay ecclesial ministry or adult religious education, with at least 5 years' experience

**Job Related Skills:** Catholic with a gift for assisting others to grow in their faith; fully aligned with the teachings of the Church and the vision for relationship-focused support for parishes; thrives in a team environment; excellent organization, communication, interpersonal and relationship management skills; excellent public speaking skills; working knowledge of Microsoft Office suite required

**Interpersonal Skills:** Ability to maintain confidentiality and high standards of honest and ethical behavior.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **WORKING CONDITIONS**

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability is required.
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- A valid Driver's License is required.
- Travel throughout the diocese is required.
- Regular, reliable attendance is required.

### **ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.

- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

#### **JOB DESCRIPTION REVIEW AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

#### **SIGNATURES**

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_