

Director of Parish Life

St. Joseph / St. Paul / Sacred Heart Parish Community

Location: Erie, Pennsylvania

Reports to: Pastor

Who we are: Mission and Values

Our parish community is at a turning point. We are three historic churches merging into one vibrant family with a singular purpose: **Our parish community exists to feed hungry hearts with the real presence of Christ.** We are looking for a mission-driven leader who isn't interested in maintaining the status quo, but wants to fuel a revival in the heart of Erie.

The right candidate will live and breathe our three core values:

- **Contagious Joy:** We are positive and uplifting. We are in love with Jesus and that love overflows to others
- **Mission Driven:** We are hardworking and committed. We take initiative and get things done
- **Selfless Servant:** We are humble and generous. We put the mission and others before ourselves

The Role

The Director of Parish Life is a high-level leadership position. Unlike a traditional coordinator, this role focuses on **equipping leaders** rather than just doing the tasks. You will be key in connecting people to our path of discipleship and ensure that our ministries are healthy, engaging, and full of disciples who are on mission.

Key Responsibilities:

- **Strategic Leadership:** Serve as a member of the Parish Leadership Team (PLT), helping to set and execute the vision for the three -church community.
- **Ministry Equipping:** Oversee, disciple, and coordinate volunteer leaders across all ministries (Liturgical, Food Pantry, Bereavement, etc.).
- **Project Management:** Take parish initiatives from "conception to completion," ensuring every event—from a Living Rosary to a Lenten prayer afternoon—reinforces our Catholic identity and mission.
- **One Parish Integration:** Actively work to bring connection between St. Joseph, St. Paul, and Sacred Heart parishioners, fostering a unified culture and "One Parish Mindset."
- **Evangelization:** Connect with new and current parishioners and ensure that every entry point of the parish (hospitality, sacraments, outreach) serves as a bridge to deeper discipleship.

Who You Are

- **A "Galvanizer":** You are energized by working with and mobilizing others to push initiatives forward and keep momentum around new ideas.
- **Catholic Worldview:** You have a deep knowledge of Catholic traditions and the liturgical calendar and will creatively tie that into year-round parish life.
- **Relational:** You are as comfortable leading a staff meeting as you are praying with volunteers at the Food Pantry.

Qualifications

- A disciple of Jesus Christ with a visible, active prayer life.
- Proven experience in leadership (non-profit, parish, or corporate) with a track record of "project ownership."
- Strong communication skills, specifically the ability to "cascade" information clearly across a diverse community.