

Archdiocese of Indianapolis

PARISH LIFE COORDINATOR

(Canon 517) A layperson or Religious (Sister, Brother) who has the pastoral care of the parish entrusted to him or her and whose provision of pastoral care is supervised by a priest moderator. Canonically, this includes all areas except the specific duties of an ordained priest, which are the celebrations of the sacraments. A priest is assigned as a sacramental minister to the parish where there is a Parish Life Coordinator (PLC).

QUALIFICATIONS:

1. Masters degree in theology, pastoral ministry, or spiritual formation
2. Pastoral Ministry experience including:
 - Administration - Finance - Education - Pastoral Practice
3. Screening process to establish an entrance into a "pool" of applicants
 - Application
 - Interview by a Search Committee when appropriate
 - Psychological Assessment

APPOINTMENT BY THE ARCHBISHOP:

- For six year term, renewable for one additional term

RESPONSIBILITIES:

- Management and pastoral care of a parish including:
 - Education
 - Management of the celebrations of sacraments
 - Management and leadership in prayer
 - Pastoral services
 - Administration
- Meeting regularly with the sacramental minister
- Self-evaluation with Vicar for Clergy, Religious and PLC Personnel near completion of term
- Accountable to Priests' Personnel Board through Vicar for Clergy, Religious and PLC Personnel
- Participate in a retreat yearly