

PARISH: *Saint Rita of Cascia*

TITLE: *Facilities Coordinator,
Part-Time:
7 to 10 hours per week*

NAME:

REPORTS TO: *Saint Patrick Pastor or
Designee*

DATE:

GRADE: **Z1 – 3 Hourly**

I. POSITION PURPOSE

Oversees and/or provides services for the buildings and grounds. Facilitates all communications and requests between partner parish, Saint Patrick, and all entities being supported at Saint Rita.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Provides general information to parishioners/persons calling the parish during limited office hours.

B. Opens/closes church for Masses and other church services and various group meetings as requested.

C Works with Saint Patrick staff to coordinate and support Baptism, Wedding, and Funeral services occurring at Saint Rita. This includes making church and hall available for flower and food deliveries.

D. Acts as conduit for information that needs to be shared with Saint Patrick's staff to include, but not limited to:

- a) Submits information for Saint Rita specific events (used for Bulletin insert and calendar) and information for weekend Mass announcements to Saint Patrick staff;
- b) Distributes bulletins with inserts; distributes special collection supplies in pews; updates bulletin board in church vestibule, recycles previous bulletins/inserts;
- c) Maintains ministry list (Lectors, Ministers of Cup and Bread, Sacristans, Ushers, Altar Servers) working with Saint Patrick's Pastoral Assistant for Liturgy;
- d) Maintains Saint Theresa Altar Society church cleaning schedule; and
- e) All other issues Saint Rita needs to relay to Saint Patrick staff.

E. Oversees scheduling of Saint Rita facilities by approved organizations. Develops and maintains a calendar that identifies the time, date, and name of organization.

F. Acts as liaison between Saint Rita Advisory Board and Ministries/Organizations remaining at Saint Rita, such as Holy Names Society, Saint Frances Sodality. Attends Saint Rita Advisory Board, Holy Names Society, and Saint Frances Sodality monthly meetings.

G. Establishes work priorities and provides direction to contracted janitorial firm and/or volunteers as needed.

H. Maintains an inventory of Sacristy, Hospitality (including restroom, kitchen), and cleaning supplies and reorders as appropriate through Saint Patrick staff. Coordinates deliveries and storage.

I. Responsible for the security of the buildings by limiting access and distribution of facilities' keys and alarm codes.

J. Acts as first contact if alarm is activated; responds to insure the building(s) are secure.

K. Assures Church hall kitchen is clean after events.

L. Empties garbage cans throughout the facility as needed and moves the "City Containers" to pick up location on a scheduled basis.

M. Assures the Church and Rectory heating/cooling systems are set at appropriate temperatures and are in proper working order.

N. Works with Saint Patrick Facilities Coordinator and Saint Rita Plant Manager, diagnoses problems and makes needed repairs, or contacts the appropriate person(s).

III. SECONDARY FUNCTIONS

A. Sets up for special events (e.g. chairs, tables and other equipment as needed).

B. Assures the grounds are watered by assuring sprinkler system is functioning and set properly. However actively tries to conserve watering in the summer per Laudato Si – Care of Creation.

C. Assures lawn and shrubs are maintained by contracted servicer.

D. Performs other duties as may be assigned.

APPROVED:

Facilities Coordinator: _____ Date: _____

Pastoral Coordinator: _____ Date: _____

Kevin Lovejoy