

JOB OPENINGS AT ST. CHARLES - ST. LEO PARISH FAMILY

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Pastoral Associate - Salary

Job Details

Job Location
0139 St. Charles Borromeo Parish, Tacoma - Tacoma, WA
Position Type
Full Time
Salary Range
\$85,000.00 - \$95,000.00 Salary/year

Description

To assist the pastor, in collaboration with the parish staff and leadership, in carrying out the pastoral ministry of the parishes to ensure the mission of the parish is carried out and that the parish meets its pastoral obligations in every area of parish ministry and administration.

- Collaborates with the Pastor and parish staff in implementing the mission of the parishes. This is accomplished by participating in the comprehensive planning, implementation, and evaluation of the parish's programs, goals, and objectives, with specific focus on pastoral ministry
- Assists the pastor in the daily operation of the parishes. This involves collaboration with the pastor and regional staff in the overall pastoral care of the parishes. This may include the direct coordination of one or more specific ministries, e.g., sacramental planning, educational formation, pastoral ministry. Attends and participates in regional, Archdiocesan, and national professional meetings and organizations as approved and as appropriate.
- Assists the Director of Pastoral Ministries in the areas of Liturgy, Faith Formation. Sacramental Preparations, Multicultural Ministries, Evangelization
- Assists the Director of Operations in the areas of Administration, Accounting, HR, Facilities, School Liaison
- Lead the parish family in implementation of Partners in the Gospel
- Special Projects

Qualifications

ESSENTIAL QUALIFICATIONS

Primary:

• Willingness and ability to support the mission of the Church by extending the ministry of the archbishop. • Ability and desire to use God-given gifts and talents in service of the local Church in support of the collaboration between lay and ordained ministers. • Active member of a parish/faith community and in good standing with the Church. • Strong desire to assist with the growth of the Church.

Experience:

• Seven years' experience in parish ministry and Church management is a plus. • Ability to facilitate meetings, primarily among parishioners, councils, commissions and general public. • Possess emotional intelligence skills and ability to build trust with the pastor and leadership team members and parishioners. • Demonstrate understanding, respect and support of the Catholic Church teaching, mission and values. • Experience with leadership, interpersonal, communication and organizational skills. • Possesses strong initiative and a strong desire to achieve results. • Experience and competence in standard management software tools (Microsoft Office Suite, QuickBooks). • Experience with Human Resources activities. • Experience with working in a team

leadership environment. • Experience or familiarity with continuous process improvement. • Can be entrusted with highly confidential information.

Other Elements:

• Desire to grow in personal faith life and enthusiasm for sharing the joy of the Gospel. • Curiosity to learn and understand the many works of the Church in Western Washington and desire to apply professional skills to support further effectiveness of those efforts. • Flexibility and emotional intelligence in working with small and large groups of different stakeholders in consensus decision-making scenarios. • Strong working knowledge of, or strong willingness to learn, Catholic parish structures and organizations. • Demonstrated ability to work with a variety of people, including multicultural communities. • Willing and able to work some evenings and weekends. • Must possess vehicle, valid Washington driver's license and insurance to travel throughout the Archdiocese of Seattle

Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, certain degrees and certifications.

Benefits: Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation and holidays.

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Pastoral Assistant Parish Involvement - Hourly

Job Details

Job Location

0139 St. Charles Borromeo Parish, Tacoma - Tacoma, WA

Position Type

Full Time

Salary Range

\$52,000.00 - \$62,400.00 Salary

Description

Position Overview:

The Pastoral Assistant is a dynamic and flexible generalist position that can adapt to the diverse needs of parish life. Working collaboratively with a team of pastoral assistants across both St. Charles and St. Leo churches, this role involves supporting or leading various areas based on the candidate's strengths and experience. Depending on the needs of the parish and the individual's skills, responsibilities may include coordinating funerals, weddings, sacraments, youth and young adult ministries, or other areas of pastoral care and parish administration. Reporting to the Director of Pastoral Ministries, the Pastoral Assistant requires strong organizational skills, pastoral sensitivity, and the ability to work collaboratively within a team. Bilingual candidates are encouraged to apply, though it is not a requirement

Key Responsibilities:

1. General Pastoral Ministry

- Support or lead various aspects of parish life based on individual strengths and parish needs.
- Collaborate with the team of pastoral assistants to provide a cohesive and responsive pastoral presence across both parishes.
- Provide general pastoral care to parishioners, ensuring a welcoming and inclusive environment.

2. Sacramental and Liturgical Coordination

- Assist in the planning and execution of sacraments, including Baptism, First Communion, Confirmation, and weddings.
- Coordinate funerals, providing compassionate support to families and ensuring organized and meaningful celebrations.
- Support the OCIA process and other sacramental programs by coordinating logistics and resources for participants.

3. Youth and Young Adult Ministries

- Depending on strengths, lead or support youth and young adult programs, including events, retreats, and ongoing formation opportunities.
- Collaborate with clergy, staff, and volunteers to foster engagement among young parishioners.

4. Administrative and Event Coordination

- Manage scheduling, planning, and logistics for funerals, weddings, sacramental celebrations, and ministry programs as assigned.
- Maintain accurate records for sacramental preparation and parishioner participation.
- Work closely with parish staff to ensure clear communication and efficient use of parish facilities.

5. Volunteer Recruitment and Training

- Recruit, train, and support volunteers involved in liturgical ministries, sacramental preparation, and youth or young adult programs.
- Provide ongoing formation and guidance to ministry leaders to strengthen their contributions to parish life.

6. Community Engagement and Communication

- Act as a liaison between the parish and families during sacramental planning or other pastoral care needs.
- Contribute to parish communications, including bulletins, newsletters, and event updates.

7. Personal Growth and Formation

- Actively participate in classes, workshops, and retreats to enhance personal spirituality and deepen understanding of the Catholic faith.
- Embrace the call to be a lifelong learner, continually growing in faith and ministry knowledge to better serve the parish community.

Qualifications

Qualifications:

- Strong commitment to the Catholic faith and understanding of its teachings, traditions, and sacramental life.
- Willingness to engage in ongoing spiritual and professional formation.

- Ability to work as a generalist across multiple disciplines, leading or supporting as needed.
- Excellent organizational skills and the ability to manage multiple tasks and priorities.
- Strong interpersonal and communication skills, with sensitivity to the needs of diverse groups.
- Preferred but not required: A degree in pastoral ministry, theology, a related field, or comparable experience in parish ministry. Willing to provide training for the right candidate.
- Proficiency in Microsoft Office Suite and parish database systems (or willingness to learn).
- Bilingual (English/Spanish or English/another language) is a plus.

Working Conditions:

- Full-time position with some flexible hours, including evenings and weekends to accommodate meetings, liturgies, and events.
- Occasional lifting of materials and supplies (up to 25 pounds).

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Benefits: Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation and holidays.

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Musician - Hourly

Job Details

Job Location

0139 St. Charles Borromeo Parish, Tacoma - Tacoma, WA

Position Type

Part Time

Salary Range

\$20.00 - \$25.00 Hourly

Description

St. Charles Borromeo Parish, part of the Catholic Archdiocese of Seattle, is seeking a talented, faith-filled individual to serve as a **Pianist and Cantor**. This position primarily supports St. Charles Parish and may assist at St. Leo Parish on an as-needed basis. It is ideal for someone with strong musical skills, a deep understanding of Catholic liturgy, and a heart for service in a parish setting.

Key Responsibilities

- Provide piano accompaniment and serve as cantor for parish liturgies at St. Charles, including weekend Masses, holy days, weddings, funerals, and special events.
- Collaborate with the Pastoral Assistant for Music to select appropriate liturgical music that aligns with Catholic teachings and the Archdiocese of Seattle's liturgical guidelines.
- Assist with music-related special projects and events for St. Charles Parish, with occasional support for St. Leo Parish as needed.
- Maintain and organize music materials and resources, including sheet music and hymnals.
- Communicate effectively with parish staff, musicians, and volunteers to ensure seamless coordination of liturgical music.
- Use basic computer skills to manage digital music files, create schedules, and send communications.

Qualifications

Qualifications

- Proficiency in piano performance and vocal leadership (cantoring).
- Familiarity with Catholic liturgy, including an understanding of the Mass structure and sacred music traditions.
- Strong organizational skills and the ability to manage multiple tasks effectively.
- Excellent communication skills, both verbal and written.
- Basic proficiency with computer programs such as Microsoft Office, email platforms, and digital music software.

- Collaborative and flexible, with a willingness to assist in special music-related projects and provide support at St. Leo Parish as needed.
- Practicing Catholic preferred, with a commitment to upholding the mission and values of the Church.

Requirements

- Availability to work flexible hours, including weekends and evenings.
- Primary commitment to St. Charles Parish with flexibility to assist at St. Leo Parish occasionally.
- Compliance with Archdiocesan Safe Environment requirements, including background checks and training.

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Benefits: Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation and holidays.

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