

Parish Family 45 - St. Joseph • Our Lady of Lourdes • The Proto-Cathedral of St. James the Greater are accepting applications for a full-time Executive Asst to Pastor, PA for Music and Director of Pastoral Ministry.

For more information or to apply, please visit www.parishfamily45.org.

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.

Executive Assistant to the Pastor provides high-level administrative and confidential support to the Pastor and pastoral leadership team. Ensures effective communication, organization, and coordination across three vibrant parishes, serving as a key liaison among clergy, staff, and parishioners. The ideal candidate is a practicing Catholic who demonstrates integrity, discretion, and professionalism, with proven experience in executive or senior administrative support. Strong organizational, communication, and technology skills are essential.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=473656&clientkey=BB7A931544EE535844C24FB8F8C1578D>

Pastoral Assistant for Music will provide musical liturgical leadership across three churches and collaborate with parish schools. The successful candidate will be an experienced musician with proficiency in piano/organ, choir direction, and accompaniment, committed to fostering active congregational participation and cultivating vibrant parish music ministries.

This position offers the opportunity to shape the music program for a dynamic multi-church community, working alongside clergy, staff, and volunteers to enrich liturgical celebrations and engage parishioners of all ages. Flexible scheduling, including some evenings and weekends, is required.

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Director of Pastoral Ministry will serve as a key member of the Parish Family Leadership Team.

This position collaborates closely with the Pastor to provide vision, direction, and coordination for all pastoral ministries—liturgy, faith formation, OCIA, evangelization, outreach, and social justice—across three churches and two schools.

The Director of Pastoral Ministries supervises the pastoral team, fosters collaboration among clergy and staff, and ensures that all ministries reflect the mission of Christ and the values of the Catholic Church. This position requires a practicing Catholic who is an experienced pastoral leader with strong organizational, relational, supervisory and communication skills.

In the next 18 months, the Director will play a vital role in the Archdiocesan Partners in the Gospel initiative, helping guide Parish Family 45 through the transition from three distinct parishes into one united Catholic parish. The successful candidate will demonstrate pastoral sensitivity, leadership in times of change, and a commitment to building an effective pastoral team and vibrant parish culture grounded in faith, prayer, and unity.

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