



ST. MARYS DEANERY

Catholic Parishes of Mercer & Auglaize Counties

Duties of the Director of the St. Marys Deanery

Created: July 2017

Dean: Fr. Richard Walling - Director: Becky Kunkler

1. Daily Office Functions
 - a. Tend to telephone, email, mail and office visits.
 - b. Disperse announcements amongst parishes.
2. Deanery Center Board
 - a. Create agenda and host meetings three times a year
 - b. Maintain board member information
 - c. Take minutes and disseminate.
3. Deanery Directory
 - a. Maintain current contact information for parishes and disseminate annually.
4. Deanery Meetings (Pastors)
 - a. Prepare agenda and confer with Fr. Walling
 - b. Create rotation of presenters and manage their involvement in meetings.
 - c. Order food from bake shoppe and prepare all other hospitality
 - d. Prepare minutes and disseminate
5. DRE/CRE/ARE Roundtable
 - a. Coordinate and host a gathering for leaders of religious education three times a year at the Deanery Center with a carry in brunch.
 - b. Prepare minutes and disseminate to all leaders.
6. Finances
 - a. Upkeep checkbook, Quickbooks and petty cash
 - b. Create reimbursement checks for mileage to Archdiocesan Pastoral Council meetings
 - c. Create invoices
 - d. Create and maintain budget
 - e. Bill parish assessments semi-annually
7. FOCCUS
 - a. Score FOCCUS Marriage Preparation tests for Our Lady of Guadalupe.
8. Little Books
 - a. Contact parishes and create combined order of Little Books
 - b. Determine price per book and bill each parish
 - c. Sort and label books upon arrival for each season; coordinate dissemination
9. Northern Lights Newsletter
 - a. Find events and information to cover; write articles as necessary
 - b. Contact consistent writers and tell them of deadline and other information
 - c. Compile and create newsletter
 - d. Sort out and disseminate to parishes
10. Religious Education In-Service
 - a. Plan, advertise, and prepare hospitality for an in-service night for catechists and catechetical leaders in January at Holy Redeemer, New Bremen.
11. Secretaries Luncheon
 - a. Plan and host a luncheon for the Secretaries and Parish Life Coordinators in the deanery.
 - b. Schedule a speaker for the event.
12. Website
 - a. Maintain website with new events and information
13. Chair/Coordinate Events
 - a. Maria Stein Shrine
 - b. Parishes/Clusters