# INSTRUCTIONS TO CREATE JOB DESCRIPTIONS

### INTRODUCTION:

In order to clearly convey our expectations to employees, the Diocese is asking all locations to complete new job descriptions for every employee using the suggested template containing the language listed within.

The template includes approved language for including a moral clause within the description and addresses the Department of Labor Overtime Rules.

Moral Clause: We as Catholic entities have the right to expect and demand certain behavior from our employees. Our employees are an extension of the Church and the ministries of the Church, and have a duty to preserve and live the Catholic teachings in both their work and private lives. We as Catholic employers need to communicate those expectations to our employees.

Ways we do that:

1. Make the expectation known during the interview process
2. Have a moral clause in the job description, which is signed and accepted at the offer of a position.
3. Discuss during the yearly performance evaluation and review of the job description
4. Don’t be afraid to be specific

The attached job description template has language clearly outlining the expectation that as an employee they are an extension of the Church and all its ministries and have the expectation of living their life both professionally and personally in accord with the doctrines and moral teachings of the Catholic Church.

Department of Labor Overtime Rules: The Department of Labor classifies employees as “*exempt*,” meaning exempt from overtime or “*non-exempt*,” meaning employees must be paid overtime. The common language used to refer to these classifications is “*salaried”* or “*hourly*.”

For a position to be *“exempt” (salaried)* the position must meet certain duty requirements and a minimum salary requirement. As of December 1, 2016, the minimum salary will be increased to $47,476 per year. In the event that a position is not paid $47,476 or higher, the employee must be classified as non-exempt and paid on an hourly basis.

However, there is an exception that is afforded to us as religious organizations that has been created by the court system in the form of a “*Ministerial Exemption*.”

With guidance and approval by legal counsel we have established that certain positions within our parishes can fit within this Ministerial Exemption. These positions include; Priests, Religious Sisters, Religious Brothers, Deacons, Seminarians, Directors of Religious Education, Liturgical Ministers or Liturgists, Youth Ministers, Pastoral Ministers, Music Ministers.

The common theme in these positions is that their primary duties must be to *do ecclesiastical or ministry activities that proclaim the Gospel message of the Church while responding to the pastoral needs of the faithful in accord with the teachings of the Church and its sacred traditions*.

Once we determine that a position falls within the Ministerial Exemption, then that position is exempt from the Overtime Rules including the minimum salary requirement.

INSTRUCTIONS: The template, located on the diocesan website, contains areas that allow for editing, and areas that are locked. The locked paragraphs contain the approved verbiage to address the Moral Clause. Please feel free to tailor the editable areas to your location’s specific needs. There are samples on the diocesan website for your reference.

Location Name: Indicates the name of the location in which the employee will be considered an employee of, typically this would be from the location from which payroll is processed.

Position Title: Indicates the title of the position in which the employee will be placed.

Position Category: Indicates the category in which the position is classified according to the Department of Labor regulations.

* Exempt –Full-time salaried employees who are not eligible to earn overtime hours because they meet the duty and salary minimum requirements ($47,476/year).
* Ministerial – Full time or part time employee who is exempt from the Overtime Rule requirements because their primary duties include ecclesiastical or ministry activities that proclaim the Gospel message of the Church while responding to the pastoral needs of the faithful in accord with the teachings of the Church and its sacred traditions. The Essential Duties and Responsibilities section of the job description for employees in this category must include specific language regarding these activities.
* Non-Exempt – Full time or part time employees who are eligible to earn overtime hours for hours worked over 40.

Position Status: Indicates the employee status which is used to determine benefit eligibility.

* Full-Time – Employee working 30 or more hours in a week.
* Part-Time – Employee working 29 hours or less per week.
* Salary – Employee earning an agreed on base wage per month regardless of the number of hours worked.
* Hourly – Employee earning an hourly wage based on the number of hours working.
* Benefit Eligible – Employee working 20 hours or more per week or 1040 hours in a year.
* Non-Benefit Eligible – Employee working 19 hours or less per week or 1039 hours or less in a year.

Immediate Supervisor: Indicates the individual to whom the employee reports.

Department: Indicates the area or department in which the employee will primarily be assigned.

Position Summary: Brief description of the duties and requirements of the position, which could be used to create a job posting.

Essential Duties and Responsibilities: Detailed information regarding the expectations of the position.

Essential Qualifications: Detailed information regarding the education, training and experience required to successfully fulfill the duties and responsibilities of the positon.

Required Knowledge, Skills and Abilities: Detailed information regarding the specific skill set required to complete the duties and responsibilities of the position.

Job Conditions/Physical Demands: Information regarding the minimum physical capabilities required of the position according to the conditions of the position and work environment.

Work Environment: Information regarding the typical work environment the position will encounter while performing the essential functions of the job.

Acknowledgement: Signed statement that the employee understands, agrees and is capable of fulfilling the terms of the position as outlined in the job description.

LOCATION NAME

Job Description

**Position Title**: **Position Category**: Choose an item.

**Position Status**: 1. Choose an item. 2. Choose an item. 3. Choose an item.

**Immediate Supervisor**: **Department**:

**General Introduction:**

The Bishop of Sioux Falls is the visible head and source of unity in the particular Church entrusted to his pastoral care (CCC 1594). In a unique and visible way, he makes Christ’s mission present and enduring while functioning in his role as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop trusts chosen collaborators (clerics, religious and lay people) to share in the apostolic mission and entrusts various responsibilities to them. Each employee helps to extend the ministry of the local Pastor in particular ways as outlined in this position description.

**Position Summary:**

**Essential Duties and Responsibilities:**

**Essential Qualifications:**

1. **Primary**:
	* Willingness and ability to effectively make known the Catholic Church’s teachings through the varied ministry activities expected of this position.
	* Willingness and ability to act as an outstanding personal witness to the Catholic faith and religion by living both one’s professional and personal life in accordance with the doctrines and moral teachings of the Roman Catholic Church, as embodied in the various documents of the Roman Catholic Church, including, without limitation, the Catechism of the Roman Catholic Church.
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2. **Education:**
3. **Experience**:
4. **Other Elements:**

**Required Knowledge, Skills, and Abilities:**

* An understanding and working knowledge of all desktop applications included in the Microsoft Office Suite and various web applications.
* Ability to work independently and in a team-oriented, collaborative environment to think strategically, multitask, and conform to shifting priorities, demands, and time lines.
* Proven communication skills, and ability to work effectively with a wide range of individuals while maintaining strict confidentiality.

# Job Conditions/Physical Demands:

# The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Ability to push, pull, lift and carry items up to 30 pounds.
* Ability to sit, stand, bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists.
* Ability to work in an office setting as wells as various venues according to event or activity.
* Vision abilities required include close vision, depth perception and the ability to adjust focus.

# Work Environment:

# The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work with a large number of individuals, often requiring multitasking and working with deadlines and details to ensure all of the essential functions are performed in a timely and courteous manner.

**Acknowledgement:**

I understand that in accepting the terms of this job description I acknowledge that I am a person of faith, and possess the professional abilities and personal attributes necessary to carry out the Primary Essential Qualifications and perform the duties and responsibilities as listed.

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Employee Signature*