

**CATHOLIC DIOCESE OF RICHMOND**  
**OFFICE OF CATHOLIC EDUCATION/CHRISTIAN FORMATION**  
**REGISTRAR FOR LAY ECCLESIAL MINISTRY INSTITUTE (LEMI) (PT)**  
**JOB DESCRIPTION**  
**APRIL 8, 2016**

**Location:** Pastoral Center, Richmond

**Position Title:** REGISTRAR FOR LAY ECCLESIAL MINISTRY INSTITUTE (LEMI)

**Purpose:** The Registrar assists the Director for LEMI by organizing the admissions process, course and workshop records of candidates, graduate tuition subsidies, and coordination of all logistical and financial tasks of the diocesan Lay Ecclesial Ministry Institute.

**Supervisor:** The Registrar works with the Director for LEMI and is supervised by the Director for Christian Formation

**Responsibilities:**

**Admission of Candidates -Annually**

- Processes online admissions application, reference forms and uploads application information for review by LEMI Advisory Panel.
- Coordinates psychological & feedback sessions provided by Kelly Counseling and Consulting Services.

**On-site Classes &Workshops - Monthly**

- Maintains class lists, reserves rooms and equipment, and processes travel reimbursement for St. Leo professors.
- Organizes all logistical needs for speakers, conference/workshop/retreat venues and promotional materials

**Student Records- Ongoing**

- Responsible for collecting, recording, and maintaining all LEMI candidate records including courses and workshops.

**Financial Records/Tasks - Ongoing**

- Responsible for providing tuition subsidies for each LEMI candidate to appropriate graduate school each semester.
- Manages all collection of fees from LEMI candidates. Manages payments to vendors for services/goods.
- Reviews monthly financial statement for accuracy and necessary transfers of funds from Annual Diocesan Appeal

**Collaboration with Director for Lemi - Ongoing**

- Collaborates with Director for LEMI to facilitate and improve services to all LEMI candidates

September 23, 2016