



Job Description

Position: Parish – Pastoral Associate

Status: _____ Full Time _____ Part Time
_____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

The Pastoral Associate is responsible for assisting the pastor with the pastoral ministry of the parish, serving when necessary as the delegate of the Pastor.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- BA in Theology/Religious Education or a related educational field and or certificate in ministry or theology from a Catholic institution of higher learning.
- A pastoral, prayerful person committed to personal and professional growth
- Active practicing Catholic
- Formal training in spiritual direction required for providing individual spiritual direction
- Able and willing to treat private information and with confidentiality
- Competent in communications, interpersonal and relationship "people" skills
- Computer competent (e.g., Microsoft Office, Publisher)
- Possess planning, management, relationship, and communication skills with the ability to utilize these skills in a pastoral manner
- Flexibility and availability to work evening and weekend hours
- The ability to successfully complete a criminal history and background check

Primary Duties and Responsibilities:

- Prepare, schedule sacramental programs and worship services for students and parents.
- Order text books, teaching materials and resources for the programs.
- Prepare an annual calendar of DRE activities.
- Revise the DRE and Catechist booklets as needed.
- Identify and support the training for catechists at each grade level.
- Counsel, advise and visit with students, parents and teachers when classroom problems arise.
- Shares in the planning of liturgical celebrations for major feasts through collaboration with liturgical leaders.
- Assists with preparation of individuals and families for sacraments of baptism and marriage and with preparation for funeral liturgies.
- Shares in visiting parishioners in the hospital and those that are homebound.
- Provides individual spiritual direction on an as requested and time available basis.
- Shares with the pastor in being on call for afterhours emergency spiritual assistance.
- To assist in the coordination of other outreach groups within the parish when requests are made to sell, display, or conduct sign-ups on a weekend following Sunday masses.
- Attend regular parish staff meetings.
- Keep open lines of communication with other members of the parish staff regarding concerns or interest.
- Prepare and submit budget to Business Manager or Pastor.
- Performs other duties as requested by the Pastor.

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date