



Job Description

Position: Parish - Pastoral Minister

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

Reports To: Pastor

Primary Function:

The Pastoral Minister has one or two areas of pastoral care in which he/she directly ministers to a specified group of parishioners. This position may be full time, part time, or volunteer, depending on the needs to be met.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Facilitating and consulting skills.
- Good leadership skills.
- Good counseling or active listening skills.
- Good written and oral communication skills.
- Must have an active faith life with a personal relationship with Jesus and be in full communion with the Catholic Church.
- Ability to work with others in a collaborative style.
- Experience in the areas of responsibility of ministry.
- Ability to develop and administer programs to meet assessed needs.
- Ability to develop and administer a budget.
- Must be current in theology, Scripture, and liturgy.
- Understanding of collaborative management skills.
- Must remain current on pastoral, spiritual, psychological, ecclesiastical and management techniques through reading, attending workshops and doing research in order to provide appropriate direction to the pastoral groups.
- Must be flexible and adaptable, due to the generalist nature of this position.
- Leadership experience.
- Previous experience as a part-time, full-time or volunteer in parish ministry.

- Experience in supervising volunteers.
- Graduate of the Lay Ministry Leadership School or a comparable.
- College degree or equivalent.

Primary Duties and Responsibilities:

- Any one area of pastoral care listed under possible areas on the Pastoral Associate job description may become the focus of the Pastoral Minister.
- When the area of responsibilities is broad in scope, inclusive of many ministries, involves a high degree of enabling and training others, and entails extensive staff and administrative duties, the position is probably one of Pastoral Associate.
- When the position includes the responsibilities for one or two ministries, and is characterized by a high degree of direct ministry, little or no administration and training of others, the position is a Pastoral Minister.
- May include: bereavement ministry, family contact, funeral planning, follow-up, visitation ministry, hospitals, nursing and retirement homes, homebound, communion calls, advocacy for the needy, social work referrals; assistance with transportation, finances, nursing care; youth ministry, liturgical ministry, spiritual programs, sacramental preparation, family ministry, and evangelization.
- Other, as directed by pastor/pastoral coordinator.

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