

JOB DESCRIPTION

Position Title: Pastoral Associate	Status: Exempt
Department:	Rank:
Supervisor's Title:	Approval Date:
Revised:	Compensation Review:

Job Summary:

The primary focus of the Pastoral Associate is sharing in the pastoral ministry of the parish and of the community. With the pastor, the Pastoral Associate is co-responsible for personal ministry to parishioners and community members; and for the development of a family-centered parish. The position also involves working closely with the other directors of the parish.

Actions required to be consistent with Culture and Values:

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

Required Knowledge, Skills, & Abilities:

Knowledge

- MA in Theology, Pastoral Ministry or Religious Studies (or equivalency); experience relating to parishioners and share faith;
- Previous ministerial experience desirable; EMMAUS certified or working towards certification;
- Practicing Catholic in good standing.
- An understanding of Church structure, knowledge of religion and loyalty to the parish and community are essential ingredients in relationships with the pastor, staff, parishioners and community members.
- Demonstrates a working knowledge of theology which can be translated into practical pastoral and liturgical situations.

Skills and Abilities

- Trains, motivates and sustains pastoral staff volunteers in pastoral ministry.
- Evidence of effective "bridge building" between families and the parish especially those in need of evangelization.
- Creative approaches to family ministry.
- Maintains confidentiality.
- Works well with pastor, staff, committee and individual parishioners.

Duties and Responsibilities:

"Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church."

1. Ministers to the sick, dying and grieving; visits the sick on a regular basis.
2. Coordinates funeral liturgies with the Pastor; presides at parish funeral vigil services; maintains contact with families of deceased; plans and provides grief support groups; coordinates the annual Memorial Mass for the parish.
3. Responds to crisis situations, parishioners and all people seeking assistance.
4. Facilitates support groups for children and adults.

5. Trains Pastoral Ministry Staff; guides and trains staff as missionary disciples
6. Coordinates and conducts Baptismal Preparation.
7. Provides appropriate background and develops pastoral skills of pastoral ministry staff; trains and supports parishioners helping in pastoral ministry.
8. Assist Pastor with Marriage preparation including the coordination of Marriage Prep Day, recruits and plans training of marriage teams.
9. Guides and shares in the spiritual formation of parishioners both of individuals and groups through such activities as visits with inactive parishioners and community members, developing activities for those seeking support and enrichment and working with other staff in evangelization efforts; oversees parish library.
10. Core Team Member of Generations of Faith.
11. Directs Family Life Ministry including acting as the liaison to the Family Life Committee; surfaces family needs with the help of appropriate advisory group(s); recruits and trains volunteers to aid in family enrichment programs, e.g., for traditional families, single parents, the aging, single; oversees Birthday in Bethlehem; oversees childcare provisions.
12. Coordinates Sunday Liturgy of the Word for Children.
13. Works with Parish Office support staff in the development and growth of the volunteer network of the parish.
14. Works closely with the pastor and deacon in pastoral ministry; in the temporary absence of the pastor, oversees the daily pastoral operations of the parish.
15. Develops the budget for pastoral and family life ministry.
16. Attend retreats, seminars and small group discussions where faith is discussed.
17. Other duties as assigned

Nature of Supervision Received: Works under the direction of the Pastor. Works independently within authority-limits and expertise. The direction from the Pastor to assign objectives, assist in task priority setting, review results and offer guidance. Requires individual initiative in recognition of problems and solutions.

Judgment Exercised/Decisions Made: Must function independently, have flexibility, personal integrity, and the ability to work effectively with the community, clergy, parishioners, staff, and support agencies. Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and people who are grieving.

Financial Responsibility: Recommend purchase of major expense items and controls individual expenses to parish pre-approved limits.

Supervision Exercised/Number of Employees Supervised: None

ADA

Physical/Visual/Mental Demands: While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires intermittent physical activity, including standing, walking, bending, kneeling, stooping and crouching as well as the ability to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and able to push, pull, move, and/or carry such weight a minimum distance of 50 feet. Must be able to cope with the mental and emotional stress of the position.

Typical Working Conditions: Frequent work in office setting during regular business hours, however, position may require travel to community persons' residence, hospitals and/or long-term care facilities during evenings and weekends several times per week. Regular work in excess of 40 hours per week, with some flexibility to accommodate longer workdays, evenings and weekends.

Signature _____ Date _____