

Diocese of Sacramento

JOB DESCRIPTION

PARISH:

POSITION: Pastoral Associate

CLASSIFICATION: Exempt

FULL TIME

SUPERVISOR: Pastor

Job Summary: The primary objectives of this position are to provide leadership and administration of specific areas of parish life and to facilitate the enabling of others in ministry as well as to provide some direct care.

Essential Functions:

1. Collaborates with parish staff and leadership in providing leadership to the parish.
 - Addresses, encourages and assists in the shaping of a parish vision that addresses the assessed needs of the parish.
 - Actively promotes, develops and applies priorities and directions stated in the Parish Mission Statement to his/her own area of ministry through short end long range Planning to carry out set goals.
 - Participates in staff meetings and Parish Council meetings.
2. Insures the support services of communication and financial planning for designated areas of responsibility.
 - Administers funds and contributions, sets annual budget, keeps financial records as needed, reviews costs.
 - Insures communications on programs to parishioners, parish groups, local organizations and community, as needed.
3. Develops, empowers and coordinates ministers and service teams to provide quality ministry to parish.

Note: The areas listed below represent various areas of responsibility for Pastoral Associates based on individual gifts and the needs of the parish. No one person can assume responsibility for all of these areas. The following is merely a listing of duties Pastoral Associates are currently doing. Each parish will need to select from the list areas that fit their needs, keeping in mind the gifts of their Pastoral Associate as well as having a realistic understanding of the time involved in successfully fulfilling those responsibilities. This list is not totally inclusive; other areas might also be assumed by the Pastoral Associate or might be the responsibility of other parish ministers.

A. Liturgical Ministry

- Prepares others to lead Communion services.
- Gives Scripture reflections at liturgies.
- Prepares others to lead Wake services.
- Prepares others to lead the Stations of the Cross.
- Prepares others to lead prayer services and the distribution of ashes.
- Prepares others to train liturgical ministers, i.e., lectors, Eucharistic ministers, altar attendants, ushers, greeters, sacristans.
- Provides annual workshop/retreats for liturgical ministers to enable them to grow in their ministry.
- May attend and provide leadership for Liturgical Preparation Team or Worship Commission.

B. Spirituality

- Provides spiritual direction and counseling.
- Provides parish renewal programs.
- Provides prayer days for groups in the parish or the parish at large.
- Directs groups to do Scripture study.

C. Ministry to the elderly and sick

- Visits or enables others to visit shut-ins, nursing homes and hospitals.
- Takes Communion or enables others to take Communion to the homebound.
- Provides or enables others to provide programs for senior citizen groups.
- Ministers to the needs of the dying or ill.
- Administers the Network of Care Ministries.
- Acts as an advocate for parishioners in dealing with government programs.

D. Sacramental preparation

- Provides or directs others in Baptism preparation.
- Directs or serves as a catechist in the RCIA.
- Does sacramental interviews with individuals and families.
- Provides or directs others in marriage preparation.

E. Ministry to families

- Is present to the grieving and bereaved; or administers the Bereavement Ministry.
- Leads or administers support groups for separated, divorced, caregivers of the disabled.
- Develops and provides leadership in programs to nurture the spirituality of the family.
- Develops or directs social programs for families.
- Directs community outreach for family needs.
- Provides services in annulment processes.
- Provides and directs programs for newcomers to the parish.
- Visits families and individuals.

F. Evangelization

- Directs the education of the parish in evangelization.
- Acts as a liaison to staff with the evangelization team.
- Develops and directs programs of outreach to the alienated and inactive Catholics.
- Develops programs of outreach to the unchurched.
- Develops and directs programs to evangelize the church.
- Provides leadership for the St. Vincent de Paul Society.
- Provides leadership and develops social action programs.

G. Other

- Acts as a liaison in community affairs.
- Participates in ecumenical groups.
- Participates in available ministerial associations.

Familiarize oneself with all aspects of Diocesan policies and procedures for finances by studying the Parish Financial Management Handbook available online at the diocesan website www.diocese-sacramento.org.

MINIMUM QUALIFICATIONS:

Education: College degree in Business Management or equivalent. Graduate of the LPMP or a comparable pastoral program.

Experience: Leadership experience. Previous experience as part-time, full-time or volunteer in parish ministry. Experience in supervising volunteers.

Skills/Knowledge: Must have facilitating and consulting skills. Must have good leadership skills. Must have good counseling or active listening skills. Must have good oral and written communication skills. Must have an active faith life with a personal relationship with Jesus. Must have ability to work with others in a collaborative style. Must have some experience in the areas of responsibility of ministry. Must have the ability to develop and administer programs to meet assessed needs. Must have ability to develop and administer a budget. Must be current in church theology. Must have an 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. Responsible for a budget of specified amount.

Working Environment:

This full-time position requires many evenings and should be set up in a flex-time or comp-time arrangement for a 40-hour work week.

Employee Signature

Date

Supervisor Signature

Date