

# Diocese of Sacramento JOB DESCRIPTION

<b>PARISH:</b>		
<b>POSITION:</b>	Pastoral Minister	
<b>CLASSIFICATION:</b>	Exempt	<b>FULL TIME</b>

**SUPERVISOR:** Pastor

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

**Essential Functions:**

1. Any one area of pastoral care listed under possible areas on the Pastoral Associate job description may become the focus of the Pastoral Minister.
2. 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 one of the Pastoral Associate.
3. 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.

Some of the areas of ministry that are handled by Pastoral Ministers at this time include the following:

- 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.
- Pastoral counseling.

**MINIMUM QUALIFICATIONS:**

**Education:** College degree or equivalent. Some graduate course work in lay pastoral ministry.

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

