

St. Francis Xavier Church

Pastoral Associate – Job Description

POSITION SUMMARY AND PURPOSE

The primary function of the Pastoral Associate is to provide service and ministry to a parish, working in harmony with the pastor, pastoral staff, parish staff, and volunteers in the life of the parish.

REPORTING RELATIONSHIP

Reports to the pastor.

HOURS WORKED

This is a salaried, full time (32-40 hours/week), 11-month position. Includes occasional evening and weekend times.

RESPONSIBILITIES, DUTIES AND PRINCIPAL ACTIVITIES

This position will involve collaboration and consultation with our partner One In Christ ACC parishes at the direction of the pastors.

Liturgical

1. Be present at Sunday liturgies and other regularly scheduled liturgical gatherings of the community.
2. Conduct Word and Communion Services at the request of the pastor.
3. Coordinate and train lay presiders for Word and Communion Services at church and/or assisted living facilities.
4. Assists in arranging individual anointing of the sick and works with pastor and Director of Liturgy to plan parish anointing of the sick liturgies.
5. Collaborates with pastor and Director of Liturgy to plan All Soul's Mass of Remembrance.
6. Assists pastor with funerals and wakes in the parish as needed and coordinates funeral liturgies with families.
7. Coordinate and train acolytes to serve at funerals.
8. Coordinates pre-planned funerals for parishioners and ensures accurate record keeping.

Pastoral Care

1. Coordinates visits to the sick, home-bound, hospital and assisted living residents.
2. Coordinates, trains, and supports volunteers in outreach ministries:
 - a. Prayer Line, Prayer Shawl
 - b. Friends in Faith
 - c. Place of Hope Meals
 - d. Grief Support and Communication
3. Supervises the Faith Community Nurses and provides support to the Health & Wellness Team
4. Participates in long range planning process for the parish and encourages parish participation in the One in Christ Area Catholic Community.
5. Serves as a resource for One in Christ Evangelization Team.
6. Collaborates with One in Christ RCIA team, shares in outreach and support of parish catechumens and candidates, which may include shared leading/teaching of RCIA.
7. Coordinates with pastor, as requested, to prepare Catholic adults for the sacrament of Confirmation.
8. Coordinates the welcoming of new parishioners.

Administrative

1. Collaborates regularly on matters of parish life with pastor, parish staff, and diocesan personnel as appropriate.
2. Represents the parish in the local community when requested or assigned.
3. Gives Christian witness to the community in the name of the parish.
4. Helps to encourage and empower parishioners to respond to justice concerns in the local and global community.

POSITION EXPECTATIONS AND REQUIREMENTS

1. Must maintain knowledge and background in theology and spiritual development.
2. Must understand and maintain confidentiality regarding all matters concerning pastoral ministry.
3. Must have good oral and written communication skills and the ability to relate well to varied personalities.
4. Must have ability to bring people together, to lead prayer, and to speak with relative ease before a large group of people.
5. Must have good organizational skills.
6. Must be able to delegate tasks and responsibilities.
7. Must be able to convene and lead meetings of volunteers and related parish staff.
8. Must have a compassionate spirit for the poor and the ill.
9. Must be respectful of people from all cultures and for the dignity of all humanity.
10. Must have good computer skills and be well versed with Microsoft Office products.
11. Must speak English fluently.

EDUCATION, TRAINING AND/OR EXPERIENCE

1. Demonstration of past and present fidelity of the faith and the universal traditions of the Catholic Church.
2. A Master's degree in divinity, pastoral ministry, or related theological studies with background in Ecclesiology, Christology, Sacramental and Liturgical Theology, Scripture, Canon Law, Ethics and Morality, or working toward such a degree.
3. Supervised experience in ministry with at least (3) three years of experience as an ordained deacon, a parish staff person, or in related work in church ministry.
4. Good interpersonal skills with proven ability to communicate in both oral and written formats.
5. Commitment to ongoing formation and education to ensure effective pastoral ministry.

WORKING ENVIRONMENT

This position sometimes requires irregular hours, on-call availability, regular travel throughout the local community, and flexibility with regard to schedule, pastoral crisis, parish needs, etc.