

## **JOB DESCRIPTION**

**Position Title: PASTORAL ASSOCIATE**

**Reports To: Pastor**

**FLSA CODE: Exempt**

The ministry of the Pastoral Associate is one of assisting the Pastor in the implementation of the pastoral mission of the community: “Our Lady of Perpetual Help Parish exists to nurture a faith-filled Catholic community, which inspires and empowers all people to follow Jesus Christ. We will continue to ‘Keep our eyes fixed on Jesus’ (Hebrews 12:2) by living the Gospel, celebrating meaningful worship, and calling one another to prayer, Christian service, and fellowship.”

Rooted in an intimate relationship with Jesus and his Church, the Pastoral Associate provides leadership and administration of specific areas of parish life to ensure that the pastoral and administrative needs of the parish are met.

The Pastoral Associate is a person who has a strong faith, witnesses to the Good News of Jesus Christ, blessed with a deep love of the people of God, and of the Catholic Church. They are knowledgeable about the church’s teachings and committed to its mission. By their lives, their attitudes and their ministry, they enrich the parish even as they are themselves enriched through the gifts of those with whom they minister or to whom they serve.

## Responsibilities:

- **Ministry to the Sick and Homebound**—the Pastoral Associate monitors parishioners who are homebound, in nursing homes or assisted living. They recruit, train, and assign volunteers to visit those parishioners.
- **Ministry of Consolation**—the Pastoral Associate coordinates Ministry of Consolation team meetings (setting agendas, resourcing, etc.). He/she works with the team in planning and implementing liturgies for which they are responsible (All Souls Mass and Longest Night Mass), Spring Prayer Breakfasts, workshops and coordinate mailings (*Care Notes*, holiday mailings).
- **Faith Formation**—the Pastoral Associate works with the rest of the parish staff in the catechetical ministry of the parish focusing on directing the OCIA process and conducting baptism preparation classes. He/she also coordinates adult faith formation activities such as Parish Lenten retreat, Faith, Food & Fellowship evenings and bible studies while also serving as a staff liaison with the Faith Formation Team.
- **Stewardship**—the Pastoral Associate is the staff liaison for the Archdiocesan United Catholic Appeal as well as the parish stewardship appeal. He/she coordinates gratitude/public recognition of volunteers. The Pastoral Associate serves as a liaison to connect parishioners with various opportunities for service and enrichment as offered through the Archdiocese of Indianapolis and in the greater community.
- The Pastoral Associate follows Archdiocese of Indianapolis policies, including taking the archdiocesan safe environment training, *Safe Parish*.
- The Pastoral Associate performs other duties and assumes other responsibilities as mutually agreed upon between him/her and the Pastor.

### **Skills, Knowledge and/or Abilities:**

- Must be an active practicing Roman Catholic.
- Must have good oral and written communication skills.
- Must have good facilitating and personal organizing skills.
- Must have the ability to work with others in a collaborative style.
- Must be flexible and adaptable due to the generalist nature of this position.
- Must be self-motivated.
- Should be knowledgeable and current with respect to Scripture, theology, and the Church's Magisterium.
- Should have good counseling or active listening skills.
- Should have the ability to use technology including word processing, desktop publishing, and social media.
- Should have previous experience as part-time, full-time or volunteer in parish ministry.
- Should have experience in overseeing and collaborating with volunteers.

### **Educational Requirements:**

- Master of Arts in Theology or Master of Divinity preferred OR college degree and ministerial experience equivalent.

### **Working Environment:**

Weekend and evening work hours are required.