

Job Description			
Job Title	Pastoral Associate	Reports to	Pastor
Classification	Exempt	Position Type	Full time
Schedule	Varies with parish events		
<p>ROLE AND RESPONSIBILITIES</p> <p>The Pastoral Associate will assist the Pastor in the care, guidance, growth, of the English and Spanish-speaking parish community of St. Joseph by evangelizing, teaching, forming, and guiding the faithful in their faith journeys. The Pastoral Associate works directly with individuals, groups, and oversees volunteers and others as requested by the Pastor.</p> <ul style="list-style-type: none"> • Collaborate with parish staff, particularly priests and deacons, in providing pastoral care to the parish community. Regularly evaluate the needs of the parish and assist the Pastor and staff in pastoral planning in order to respond appropriately. • Participate in the liturgical life of the parish, particularly at Sunday Liturgy. • Serve as a member of the parish staff, participate in staff and planning meetings, and as an <i>Ex-Officio</i> member of the Pastoral Council. • Direct the RCIA and implement the Christian Initiation processes for unbaptized adults and children of catechetical age (RCIA) for both English and Spanish Speakers. <ul style="list-style-type: none"> ○ Implement faith development for adults from other Christian Denomination as well as Catholics returning to the practice of their faith and those not fully initiated. ○ Recruit, train, and schedule catechists for formation of Inquirers, Catechumens and Candidates for full communion with the Catholic Church. • Coordinate baptism of infants and pre-school children, including scheduling, paperwork and records, and offering preparation courses. • Assist with annulment cases as needed, particularly for those in RCIA processes (after completing necessary preparation and certification by Diocesan staff). • Participate as part of the Pastoral Team in ministry to the sick, dying, and their families as needed. <ul style="list-style-type: none"> ○ Coordinate home visits to the sick by Extraordinary Ministers of Holy Communion, follow up with recently hospitalized parishioners for pastoral or sacramental needs. • Help design and implement, evangelization and faith formation for parishioners and for outreach into the community. • Communicate with parishioners regularly using various means/media. • Keep accurate and complete records as required. <p>EDUCATION & TRAINING REQUIREMENTS</p> <ul style="list-style-type: none"> • A Bachelor’s degree in theology, ministry or religious studies, or other Bachelor’s degree with certification in theology or ministry. A master’s degree in theology or pastoral ministry, or equivalent is ideal. • Understanding of with the RCIA process. <p>QUALIFICATIONS & EXPERIENCE</p>			

St. Joseph Catholic Church

- Practicing member of the Catholic Church, knowledge of its structure, supporting its teachings and values, and committed to discipleship in word and action.
- Has a living and personal relationship with Jesus, knowledge of the Church and its structure, love for its members, and a desire to evangelize, make disciples, and serve.
- Has a special passion for families and growing the faith, passion for evangelization, and desire to make disciples.
- Minimum of 5 years of related experience in ministry.

OTHER COMPETENCIES AND REQUIREMENTS

- Bilingual capability in English and Spanish, both speaking and writing, is a must.
- Skills to work well both independently and collaboratively with other groups and individuals.
- Organized, accurate, attentive to detail, able to manage multiple tasks, and meet deadlines.
- Compassionate and fair, with a heart for service, and able to treat all with dignity and respect.
- Capable of recognizing gifts of others and enabling them to put those gifts to use for the service of the Church and community.
- Conduct self in a professional manner, with ability to deal with difficult situations appropriately, resolve conflict and maintain confidentiality in all matters.
- Desire to continue professional, personal and spiritual development and maintain up-to-date Safe Environment training. Continual study and development is an expectation.

PHYSICAL DEMANDS

This job requires standing, sitting, writing, typing, and significant time reading.

WORK AUTHORIZATION

Must be eligible to work in the U.S.

OTHER DUTIES

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

APPROVALS

Written By		Date	
Approved By		Date	
Last Updated By		Date	

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____