

IMMACULATE CONCEPTION POSITION DESCRIPTION

Title: Coordinator of Pastoral Ministry
Reports to: Pastor
Schedule: Part-time (flexible) (24 hours per week)
Date: December 23, 2009

FLSA: Non-Exempt
Supervises: Volunteers

OBJECTIVE:

1. In cooperation with the Pastor, to build up the local faith community by extending pastoral and spiritual care as directed. This will take the form of response to the specific needs of the members of the community and also development of programs to serve institutions in the community and the parish.
2. To continue to facilitate pastoral ministry service by lay parishioners through the recruitment, training, supervision and appreciation of volunteers for a lay pastoral ministry program to serve the parish. Work in conjunction with the parish Volunteer Coordinator in this task.
3. To extend pastoral care to those in need, always maintaining confidentiality.

* GENERAL RESPONSIBILITIES:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position requires that an employee be an active, participating Roman Catholic.

A. * REPRESENTATIVE RESPONSIBILITIES:

1. *Be present where needed, ready to work, and on time for all scheduled hours as needed to meet requirements. Includes recognizing when situations require more effort, putting in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
2. Help create a productive environment where there is harmony, good morale, adequate communication and cooperative teamwork.
3. Ensure appropriate confidentiality in all matters relating to pastoral ministry.
4. Keep the pastor informed of parishioners who are ill or who need care.

B. * ONE TO ONE MINISTRY RESPONSIBILITIES – A role shared with priests and deacons

1. Pastoral care and referrals – (not counseling) - Provide consultation, assessment, and referral resources for individuals and families.
2. Assist Pastor with coordinating Grief Ministry to individuals and families. Assist with funerals, wakes, gravesite services, and follow-up with the bereaved when directed to do so by the Pastor.
3. Become familiar with and make referrals to existing support groups and federal, state, county, and local social services to help parishioners who are:
 - a. Unemployed
 - b. Handicapped
 - c. Chemically dependent
 - d. Divorced or separated
 - e. Estranged and alienated from the Church

C. * PROGRAM COORDINATION – (WITH USE OF PARISH VOLUNTEERS)

1. Liaison and Advisor to the following ministries:
 - a. Crestview / Care Center / Assisted living facilities/Senior group homes
 - b. Young at Heart
 - c. Befrienders
 - d. Homebound Ministry
 - e. Prayer Chain
 - f. Wedding Coordinator
 - g. Prepare / Focus coordinator
2. Coordinate Masses and Communion services outside of Church, such as at Crestview.
3. Ministry to Sick, Homebound and Dying at the following locations which we serve as a parish:
 - a. Institutions
 - b. Hospitals
 - c. Health Care Facilities
 - d. Rehabilitation Facilities
 - e. Senior Housing
 - f. Assisted Living Facilities
 - g. Homebound parishioners
4. Oversee the following parish programs:
 - a. Prayer Tree
 - b. Care Note Angels
 - c. Prayer Blanket
 - d. God's Calling
 - e. Mailing Saint

D. * RECRUITMENT, SUPERVISION, TRAINING, AND APPRECIATION FOR PASTORAL MINISTRY PROGRAM VOLUNTEERS -

- Help foster and coordinate volunteerism at Immaculate Conception related to direct pastoral care in the following areas:
1. Coordinate visitations and bringing the Eucharist to the hospitalized and homebound.
 2. Coordinate social justice outreach programs - includes administering charity/emergency assistance funds with the Pastor and/or business administrator, and raising awareness, educating, and offering opportunities for ministry, (i.e., Homebound).
 3. Provide for appropriate training and group enrichment to individuals to ensure that they have the background and skills necessary to achieve effective service to others.

F. *HOSPITALITY

Oversee and coordinate Coffee Sunday events which would include scheduling the different Parish ministries to host the events.

E. *ADMINISTRATION RESPONSIBILITIES

1. Attend all required meetings
2. Attend Archdiocesan seminars relating to pastoral ministry.
3. Implement all applicable Archdiocesan and parish policies in the Pastoral Ministry Department – including ensuring volunteer background checks for those working with vulnerable adults or youth, Virtus education, etc.
4. Work with the parish processes including budgeting, calendaring, employment policies, etc.
5. Work cooperatively with other staff members and departments to ensure the effective accomplishment of the mission of the parish.

6. Maintain orderly files and records of both programs and pastoral care visits as appropriate: Implement an orderly filing system for all programs, volunteers and volunteer ministries
7. Professional Growth and Development:
 - a. 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.
 - b. Maintain contact with peers through vicariate, deanery, and cluster structures.
8. Other responsibilities as assigned by the pastor.

F. *RETREATS

Plan and organize two retreats each year.

1. Plan, in conjunction with the pastor, a parish-wide retreat at Immaculate Conception during Lent.
2. Plan a retreat for the pastoral ministry volunteers at an off-site location if the funds are available through donations and fundraisers.

G. * OTHER RESPONSIBILITIES

The responsibilities listed above are representative of the job and are not inclusive. Those responsibilities preceded by asterisk (*) are essential functions of the job.

SIGNATURES:

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as the needs of the organization change, my position description will change.

Name of Employee (print): _____

Signature of Employee: _____ **Date** _____

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Name of Supervisor (print): _____

Signature of Supervisor: _____ **Date** _____

QUALIFICATIONS:

- A. A practicing Catholic; a mature, faithful and energetic faith life
- B. Ability to effectively recruit, train, motivate and supervise volunteers
- C. Knowledgeable in Scripture and can apply Scripture with integrity
- D. Ability to work collaboratively with Parish staff.
- E. Committed to a relational approach to pastoral ministry
- F. Experience in pastoral ministry or related field; a BA in related field is preferred.
- G. Training in Befrienders
- H. Have participated in CPE (Certified Pastoral Education)
- I. Ability to pray in a group setting
- J. Comfortable in a nursing home, hospital, or hospice environment
- K. Must have good interpersonal skills
- L. Must possess proficiency in computer skills such as Microsoft Word and Office
- M. Must have good written and verbal communication skills

MENTAL DEMANDS:

- A. Ability to maintain confidentiality
- B. Knowledge of the English language and proper grammar
- C. Ability to lead prayer
- D. Ability to follow supervisors directions and work independently
- E. Maintain positive and helpful attitude at all times, even during difficult times.
- F. Must have the ability to plan, organize and meet deadlines.
- G. Good listening skills
- H. Must be able to work independently
- I. Must have ability to organize both people and work tasks

PHYSICAL DEMANDS:

- A. Must be able to work 24 hours per week
- B. Must be flexible with work schedule
- C. Must be able to drive or within the parish area
- D. Must be able to sit for long periods of time
- E. Must also be able to be on feet for 3-4 hours consecutively
- F. Must be able to keyboard