

SAINT ROSE OF LIMA CHURCH
2048 Hamline Ave. N.
Roseville, MN 55113

POSITION DESCRIPTION

POSITION TITLE: Pastoral Care Minister

DATE: December 13, 2011

FSLA STATUS: Non-Exempt

REPORTS TO: Pastor

PROVIDES WORK DIRECTION TO: Pastoral Ministry Volunteers

RECEIVES WORK DIRECTION FROM: Pastoral Minister

SCHEDULE: Time: Part Time (18 hours per week), 12 months position

PURPOSE:

The Pastoral Care Minister is to help create an atmosphere of caring presence, seeking out members' needs, and encouraging members to care for one another. This person develops programs which enable members to find fulfillment of their spiritual, emotional and physical needs. This person is charged with the task of empowering others to come forward to meet these needs in our parish community. Maintain the Visiting Ministry program in the parish. Train, supervise and evaluate the Visiting Ministry Leadership Team and parishioner Pastoral Ministry Volunteers.

GENERAL RESPONSIBILITIES:

* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that 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.

It is required that this employee be an active, participating Roman Catholic.

REPRESENTATIVE RESPONSIBILITIES:

- * To be present where needed, ready to work as needed to meet responsibilities. Includes recognizing when situations require more effort, seeking approval to put 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.
- * Help create a productive environment where there is harmony, good morale and cooperative teamwork; monitor productivity and take corrective action as appropriate.
- * **COMMUNITY RELATIONS** Attend and actively support most activities and events designed to support the parish and school. A list of activities and events will be provided in August by the Pastor. The employee will be asked to identify those that they can attend and ways in which to be supportive and express appreciation for support to parishioners, parents and other attendees. If there is a conflict for a specific activity or event, obtain prior approval for absence from the Pastor.
- * Create an approachable and welcoming environment where all feel comfortable bringing their physical, spiritual and emotional needs in a spirit of confidentiality.
- * Educate the staff and volunteers as to their responsibility to maintain confidentiality in areas regarding pastoral care issues.
- * Inform the priest on call of sacramental needs.
- * Work in collaboration with other members of the Pastoral Team to develop the annual plan and goals for pastoral ministry, to monitor the progress of the plan and to identify needs that arise during the year.
- * Recruit, train and support lay ministers.
- * Encourage those who are hospitalized or in Care Centers to request information on services provided to Catholic patients.
- * Encourage parishioners who are homebound, hospitalized or recovering at home to notify the Pastoral Care Team.
- * Match Visiting Ministry/Homebound Communion Volunteers with those who request visits/Communion.
- * Match parishioners in need with the appropriate volunteer(s).
- * Provide for regular communication with other members of the Pastoral Team and Pastoral Ministry Volunteers regarding all situations where we are serving the special pastoral needs of individuals or families.
- * Refer hurting individuals to outside resources when appropriate.
- * Provide referrals to support groups in the community such as: divorced and separated support group, grief group.
- * Encourage parishioners to take up leadership roles in the Pastoral Care Ministry.

- * Accept responsibilities for clerical duties by using computers and volunteer assistance.
- * Maintain ongoing contact and communication with the other members of the Pastoral Team and Pastoral Ministry Volunteers to identify and monitor needs that arise during the year.
- * Train the Visiting Ministry candidates in collaboration with Lead Volunteers.
- * Provide continuing education for the Visiting Ministry Volunteers.
- * Participate in the recordkeeping system and make certain that confidentiality is maintained.
- * Maintain confidentiality in all sensitive areas.
- * Share responsibility and ownership for the completion of all initiatives.
- * Operates within an approved budget.
- * Develop opportunities for seniors in the area of pastoral care.
- * Facilitate the integration of pastoral care ministry with the other ministries in the parish.

Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

Responsibilities identified with a “*” are essential functions of the job.

The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of duties and tasks are outlined in the Saint Rose of Lima Parish Employee Handbook and other supplemental documents.

Performance will be measured against the functions described within, compliance with parish policy and procedures, and progress toward and completion of mutually agreed upon annual personal goals and objectives.

QUALIFICATIONS:

Bachelor’s degree in Pastoral Ministry or related field such as health care or social work

3 years of experience in relevant field

Practicing Roman Catholic

Successfully complete required background check and Virtus training

Strong verbal and written communication skills

Compassionate presence in stressful situations

Strong organizational skills

Strong interpersonal and collaboration skills

Computer skills

MENTAL DEMANDS:

Maintain an adequate knowledge of the Catholic Church operations/policies, apply and

explain within assigned areas of work
Utilize excellent communication and organizational skills
Provide clear direction
Work well with others and independently
Establish trust and rapport
Respond with compassion and sensitivity to persons in crisis
Synthesize and analyze information relevant to pastoral care needs and priorities
Maintain professional competence through professional memberships/continuing education
as appropriate

PHYSICAL DEMANDS:

Work 18 hours per week
Attend evening meetings pertaining to Ministry
Lift up to 20 pounds using proper lifting techniques
Climb stairs
Effectively use telephones
Effectively use computer keyboards, monitors and related equipment

SIGNATURES:

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

EMPLOYEE SIGNATURE: **DATE:**

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

SUPERVISOR SIGNATURE: **DATE**