

Pastoral Associate

JOB DESCRIPTION

Position Title Pastoral Associate	Status: [Exempt, at-will]
Department:	Rank: [40 hours]
Supervisor's Title: Pastor	Approval Date:
Revised: 11/20/2025	Reviewed by Compensation:

Position Summary:

The Pastoral Associate assists the Pastor in ministering to people who are in spiritual or material need, who are homebound or otherwise limited physically, and who are in basic need of Christian love, kindness, and community. The Pastoral Associate is also the parish staff liaison to several parish and area service ministries.

Actions required to be consistent with Culture and Values:

- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

Knowledge, Skills & Abilities:

K: Knowledge

- MA in Theology, Ordained Deacon, Pastoral Ministry or Religious Studies (or equivalency); experience relating to parishioners and share faith.
- Previous ministerial experience desirable
- Practicing Catholic in good standing.
- An understanding of Church structure, knowledge of religion and loyalty to the parish and community are essential ingredients in relationship with the pastor, staff, parishioners, and community members.
- Demonstrates a working knowledge of theology which can be translated into practical pastoral.

S: Skills

- Excellent written and verbal communication skills.
- Microsoft Office and Google Workspace.
- Conflict resolution and team building skills.
- Training and group motivation skills.

- Problem solving skills.

A: Abilities

- Must have the ability to be creative in the approach to pastoral ministry.
- The ability to maintain confidentiality is imperative.
- Position will work independently within authority-limits and expertise, and requires individual initiative in recognition of problems and solutions.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with the community, clergy, parishioners, staff, and support agencies. Must be able to relate and work with ill, disabled, elderly, emotionally upset, and people who are grieving.

Duties and Responsibilities:

- Support the mission of St. Gabriel the Archangel Parish
- Collaborate with Pastor and other staff members while assessing pastoral needs.
- Pastoral Follow Up
 - Coordinate the sending of baptismal cards on the year anniversary
 - Coordinate the sending of bereavement cards at set intervals
- Assist the Pastor in pastoral care and other spiritual needs and services.
 - Coordinate pastoral care for parish members. This includes, but is not limited to: Hospital Visitation, Care Facility Visitation, Home Bound Visitation, the coordination of prayer services within institutional care settings, and serving as liaison to several care groups and committees.
 - Funeral preparation coordinator. This compromises the initial family meeting for funeral planning, coordinating with the parish secretary and local funeral homes, and the preparation and printing of funeral worship aids.
 - Coordinate annual All Soul's Mass of Remembrance
- Help recruit, support, and supervise volunteers for care ministry and outreach.
- Oversee/provide continuing education opportunities and spiritual enrichment for care ministers on an annual basis.
- Meet with parish members who are looking for support and direction making referrals, as needed, for counseling.
- Assess the pastoral needs of the parish, as assigned by the Pastor.
- Coordinate programs and outreach as needed, to address the spiritual and corporal needs of the parish to include but not limited to:
 - Human Concerns Ministry, the Parish Staff liaison of parish programs: GriefShare, St. Vincent de Paul Society, Fox Valley Family Ministry, Respect Life, Rise Against Hunger, Senior Lunches, Fox Valley Community Table, Thanksgiving Food Drive, The Giving Tree, among others.
- Attends retreats, seminars, and small group discussions where faith is discussed.
- Perform other duties as assigned by the Pastor.

ADA

Physical/Visual/Mental Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires intermittent physical activity, including standing, walking, bending, kneeling, stooping, and crouching as well as the ability to push,

pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and able to push, pull, move, and/or carry such weight a minimum distance of 50 feet. Must be able to cope with the mental and emotional stress of the position.

Typical Working Conditions: Frequent work in office setting during regular business hours, however, position may require travel to community persons' residence, hospitals and/or long-term care facilities during evenings and weekends several times per week. Regular work at about 40 hours per week, with some flexibility to accommodate longer workdays, evenings and weekends.

Nature of Supervision Received:

Requires individual initiative to recognize, research, and address the pastoral needs of parishioners and those within the parish boundaries. Works in collaboration with and accountability to the Pastor, within authority limits; though, with a high degree of independence.

Judgment Exercised/Decisions Made:

The Pastoral Associate has the authority to address pastoral needs in a way that s/he deems appropriate. The Pastor always retained the right and responsibility to oversee the exercise of that authority. The Pastoral Associate and Pastor will meet weekly to maintain a collaborative and mutually support environment.

Financial Responsibility:

The Pastoral Associate is responsible for any pastoral care items in the annual budget: making sure they're in the budget (via the Business Manager) and that revenue and expenses are kept within the approved annual budget.

Supervision Exercised/Number of Employees Supervised:

None. However, the Pastoral Associate will supervise any volunteer care ministers.

Signature: _____

Date: _____