

Parish Pastoral Associate Job Description
Updated March,2023
Christ Church Newman Center
Saint Cloud, Minnesota

Christ Church Newman Center is a parish striving to live out the gospel message in the spirit of Vatican II. Its mission is to build for the future by being Christ's challenging word, inspiring spirit, and living service. It is a dynamic community made up of students from the university and technical colleges and families and individuals from the surrounding communities who are integral in the ministry of the students.

PART I: JOB DESCRIPTION

DATE: March 2023
JOB TITLE: Parish Pastoral Associate
REPORTS TO: Pastor
EXPERIENCE: Ministry skills, organizational skills, and computer skills.
SCHEDULE: 40-hour, Salaried

PART II: PRIMARY OBJECTIVE

The Parish Pastoral Associate serves as chief assistant to the pastor in the overall pastoral care of the people of Christ Church Newman Center and helps to coordinate liturgies, activities and programs for the parish and campus faith community.

PART III: SUMMARY OF RESPONSIBILITIES

A. Pastoral Care:

1. **In collaboration with and under the direction of the pastor, the Pastoral Associate provides leadership and coordination with other staff and parish groups to:**
 - a) Foster and develop in the parish and campus faith community a spiritual connection in which all members feel a sense of belonging and service to each other, the church, and the larger community.
 - b) Provide spiritual support to individuals and families in times of crisis.
 - c) Provide spiritual guidance and leadership to the permanent community individuals, families, and youth as well as university/college student community through individual and group faith- development ministry and educational programs.

- d) Develop among the parish and campus faith community a consciousness of social justice including needs, and responsibilities to advocate for the oppressed and victimized in the immediate community and beyond.
 - e) Be visible participants at parish masses, parish programs and events.
- 2. In collaboration with and under the direction of the pastor, the Pastoral Associate assumes specific responsibilities to:**
- a) Lead and coordinate the faith development and programming for adult parishioners including spiritual direction and/or pastoral counseling.
 - b) Lead and coordinate the RCIA process and work with adult desiring the Sacraments of Initiation.
 - c) Provide Newman leadership in and work with the ACC Faith Formation Leadership Team in planning and delivering family/youth faith formation programming.
 - d) Lead and coordinate outreach and integrate new members into the parish community through communicating the mission and history of the Newman Center.
 - e) Make hospital /nursing home and home visits when needed and coordinate family care for funerals and bereavement visits.

B. Liturgical Responsibilities: The Pastoral Associate assumes specific responsibilities to:

- a) Coordinate with pastor, staff, church committees, and volunteers to plan, prepare, and deliver all Sunday liturgies and other liturgical gatherings including scheduled services including gatherings which do not require a priest.
- c). Re-establish and staff a Prayer and Spirituality Committee of parishioners in collaboration with the pastor and Parish Council.
- d) Coordinate recruitment, training, and scheduling of liturgical ministers.
- e) Coordinate specific planning needed for Christmas, Holy Week/Easter, Reconciliation and Communal Reconciliation Services with staff and parishioners and ACC members as appropriate.
- f) Meet with families preparing for funerals, act as point of contact to funeral home director, coordinate the liturgy with parish staff and volunteers, and be present at the funeral.
- g) Coordinate with pastor, appropriate staff and parish committees to plan, prepare and be present at liturgical weddings and baptisms.

g) Facilitate/prepare the Prayers of the Faithful for all Sunday and Holy Day Liturgies.

C. Administration: The Pastoral Associate:

1. Attends and provides relevant input to Parish Council meetings.
2. Facilitates, coordinates, and maintains accurate and consistent parish communication through various avenues such as the parish bulletin, church website, emails, postcards, and other appropriate means.
4. Coordinates with the pastor and other parish staff to provide a supportive pastoral presence in the parish offices.
5. Participates in cluster meetings, diocesan functions, and Minnesota Catholic Campus Ministry Association gatherings as appropriate.
6. Seeks out local and national formation and learning opportunities for staff and community.
7. Facilitates the recruitment and coordination of volunteers.
8. Participates in and fosters area ecumenical ministries.
9. Coordinates staff members to serve as liaisons from staff to parish committees of Peace and Justice Committee, Community Committee, Nuts and Bolts Committee and Prayer and Spirituality Committee.
10. Provides input into the budget process.

PART IV: QUALIFICATIONS

A. Education: master's degree in Pastoral Ministry, Theology or M. Div. preferred. University Course work in Catholic Theology may be accepted with assurance of on-going education.

B. Experience: Two years or more years of related ministry experience

1. Diocesan Certification as Pastoral Associate, equivalent, or in process preferred.
2. Experience in parish ministry with diverse ages, cultures, and backgrounds, family and group dynamics, visitation skills, and pastoral skills.
3. Support Catholic teachings, the unique history of Christ Church Newman Center, and the philosophy of St. John Henry Cardinal Newman.
4. Pastoral Counseling and Spiritual Director Skills
5. Good listening and communication skills, interpersonal skills, organization and management skills, leadership skills, computer skills, and the ability to be maintain confidentiality and work collaboratively with others.
6. Commissioned as extraordinary minister of the Eucharist or become commissioned.

7. Completion of Safe Environment requirements and conformity to all other applicable diocesan and parish policies. Must submit to and pass the diocesan background check for employees.
8. Ability to work in cooperation with the pastoral team, parish council framework, cluster churches and larger ACC.

PART V: HOURS AND COMPENSATION

1. This position is a full-time salaried position.
2. Compensation is by salary paid twice each month employed, according to qualifications and experience.
3. This position is eligible for health insurance, life insurance, long-term disability, and retirement benefits as well as PTO (Paid Time Off).