

Parish Pastoral Associate Job Description

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 comprised of University and Technical College students along with a permanent membership.

PART I: JOB DESCRIPTION

DATE: April 2022
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 a wide range of activities and programs for the parish and campus faith community.

PART III: SUMMARY OF RESPONSIBILITIES

A. Pastoral Care: In collaboration with and under the direction of the pastor, the Pastoral Associate coordinates with other staff and parish groups to:

1. 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.
2. Provide spiritual support to individuals and families in times of crisis.
3. Provide spiritual guidance and leadership to the permanent community and university/college student community through individual and group faith- development ministry and educational programs.
4. Develop among the parish and campus faith community a consciousness of social justice including needs, and responsibilities to advocate and education for the oppressed and victimized in the immediate community and beyond.

5. Make hospital /nursing home and home visits when needed and coordinate family care for funerals and bereavement visits.
6. Be visible participants at parish masses, parish programs and events.
7. Coordinate outreach and integrate new members into the parish community through communicating the mission and history of the Newman Center.

B. Liturgical Responsibilities: In collaboration with, and under the direction of the pastor, the Pastoral Associate coordinates staff and parish groups to:

1. Facilitate sacramental, musical, environmental and all other preparation needed for Sunday liturgies and other liturgical gatherings, including regularly scheduled services, as well as funerals, marriages, baptisms, and gatherings which do not require a priest to preside.
2. Facilitate regular liturgy planning with parish staff and Liturgy Committee.
3. Coordinate recruitment, training, and scheduling of liturgical ministers.
4. Be present at funerals and other parish liturgies and events. Fill in as lector and / or Eucharistic Minister as needed

C. Administration: The Pastoral Associate in collaboration with parish staff:

1. Attend and provide relevant input to Parish Council meetings.
2. Facilitate, coordinate, and maintain accurate and consistent parish communication through various means such as the parish bulletin, church website, emails and other technology means.
3. Coordinate with the pastor, and other parish staff, to provide a supportive pastoral presence in the parish offices.
4. Participate in cluster meetings, diocesan functions, and Minnesota Catholic Campus Ministry Association gatherings.
5. Seek out local and national formation and learning opportunities for staff and community.
6. Facilitate the recruitment and coordination of volunteers.
7. Participates in and fosters area ecumenical ministries.
8. Facilitate staff liaison for Peace and Justice Committee, Community Committee, and Nuts and Bolts Committee.

PART IV: QUALIFICATIONS

A. Education: University Course work in Catholic Theology – minimum; Master’s degree in Pastoral Ministry, Theology or M. Div. preferred.

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

1. Diocesan Certification as Pastoral Associate, equivalent, or in process.
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, organizational skills, computer skills, and the ability to be maintain confidentiality.
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 of St. Anthony and Holy Spirit and larger ACC (Saint Augustine, Saint John Cantius and Cathedral).

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).