

Parish Pastoral Associate Job Description

Church of the Holy Spirit
Saint Cloud, Minnesota

PART I: JOB DESCRIPTION

DATE: March 2021
JOB TITLE: Parish Pastoral Associate
REPORTS TO: Pastor
EXPERIENCE: Ministry skills, organizational skills, and computer skills.
SCHEDULE: As arranged, 35 hours per week.

PART II: PRIMARY OBJECTIVE

The Parish Pastoral Associate will assist the parish clergy in the overall pastoral care of the people of the Church of the Holy Spirit and, as appropriate, the people of the cluster of parishes of which Holy Spirit is a part (Newman Center and Saint Anthony's) and part of the larger ACC (Saint Augustine, Saint John Cantius, and Cathedral)

PART III: SUMMARY OF RESPONSIBILITIES

A. Overview

1. Assists the pastor in fostering a sense of community within the parish in which all members feel a sense of belonging to each other, the parish and the larger church.
2. Assists the pastor in developing social consciousness among the staff and parishioners, and responding to the needs of and advocating for the poor and victimized in the community and beyond.
3. Is a visible participant at parish masses, parish programs and events.

B. Ministry to others

1. Visit hospitalized parishioners 1-2 times per week.
2. Visit homebound parishioners in rotation so that all are seen at least quarterly.
3. Visit parishioners in nursing homes in rotation so that all are seen at least quarterly, including hospice such as Quiet Oaks.
4. Make bereavement visits at least once after a death in the family as appropriate.
5. Work with other parish staff to help coordinate sacramental preparation, especially for marriage and Baptism.
6. Send series of four books regarding grieving at the appropriate times.
7. Maintain database (with parish secretary) of all parishioners who are homebound, in nursing homes, or otherwise in need of particular attention.

8. Coordinate home visitors and other volunteers to assist with visitation and bringing the Eucharist to this population, such as Friends in Faith, Cherrywood ministry, hospice, prayer line.
9. Coordinate and / or assist with community events such as the Red Cross Blood Drive, Pregnancy Resource Center baby bottle drive, Council on Aging events, weekday Mass roles, and prayer line.
10. Assist, in conjunction with the pastor, the Neighbors in Need (T.I.N.) fund and assist in distribution of funds.
11. Coordinate and / or collaborate with other parish groups and staff:
 - a. Cookies to the homebound and nursing homes before Christmas.
 - b. Advent Giving Tree for needy families, along with volunteer(s).
 - c. SEAS work-a-thon recipients.
12. Send or arrange for volunteers to send greeting cards as appropriate, include personal notes from Pastor and Pastoral Assistant for hospitalized members, birthdays (coordinate parish monthly birthday calls), significant marriage anniversaries, anniversary of death to bereaved, others as assigned.
13. Coordinate and / or assist with updating parish communications, such as maintaining church website, establishing and maintaining technology communications (i.e. MyParish App., Constant Contact, Life in the Spirit quarterly newsletter, etc.)

C. Office Presence / Staff Responsibilities

1. In coordination with the pastor, parochial vicar, business manager, and parish secretary, arrange times for supportive pastoral presence in the parish office.
2. Assist with phone calls and greeting visitors as needed.
3. Attend scheduled staff meetings.
4. Network with other pastoral assistants in the parish and cluster.
5. Serve as the “on-call person” after hours for the cluster once every three weeks.
6. Be present at funerals and other parish liturgies and events. Fill in as lector and / or Eucharistic Minister as needed. Review Mass roles with family members.
7. Coordinate Mass of Remembrance.
8. Assist with live stream feed, as requested.

D. Liturgical Responsibilities

1. Gather and serve as resource for Environment Committee for major liturgical seasons. Assist in execution of décor.
2. Provide proper liturgical environment for Ordinary Time.
3. Shop and purchase environmental art / objects (i.e. Christmas tree, poinsettias, palms for Palm Sunday, Easter lilies, new green plants, pumpkins for fall, etc.) in consultation with Environment Committee.
4. Oversee dry cleaning / washing of altar linens, cloths, vestments, etc.
5. Recruit and train liturgical ministers.

PART IV: QUALIFICATIONS

1. Experience in parish ministry, family and group dynamics, visitation skills, and pastoral skills.
2. Confidentiality in this position is essential.
3. Good listening and communication skills.
4. Good organizational skills; computer skills (word processing and database) helpful.
5. Commitment to Catholic faith, moral values, and practice.
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. A degree in theology is preferred but not required.

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).

CHURCH OF THE HOLY SPIRIT

Employment Application



APPLICANT INFORMATION

Last Name		First		MI	Date		
Street Address				Apt/Unit #			
City			State		ZIP		
Phone		E-mail Address					
Date Available				Desired Salary			
Position Applied for							
Are you a citizen of the US?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the US?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you 18 years of age or older?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, state date of birth			
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			

EDUCATION

High School		Address					
From	<input type="text"/>	To	<input type="text"/>	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address					
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other		Address					
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

LICENSES AND CERTIFICATES

List current professional licenses, registrations, or certificates

REFERENCES

Please list three professional references.

Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		

PREVIOUS EMPLOYMENT AND / OR VOLUNTEER WORK

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that, if hired, I will be subject to a background check and authorize, as one part of that check, my references to release information regarding me and my previous employment to the Church of the Holy Spirit's representative.

Signature	Date
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