

PARISH:

TITLE: *Pastoral Associate*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

To assist the pastor, in collaboration with the parish staff and leadership, in carrying out the pastoral ministry of the parishes to ensure the mission of the parish is carried out and that the parish meets its pastoral obligations in every area of parish ministry.

II. ESSENTIAL POSITION DUTIES:

- A. Collaborates with the Pastor and parish staff in implementing the mission of the parishes. This is accomplished by participating in the comprehensive planning, implementation, and evaluation of the parish's programs, goals, and objectives, with specific focus on pastoral ministry.
- B. Assists the pastor in the daily operation of the parishes. This involves collaboration with the pastor and regional staff in the overall pastoral care of the parishes. This may include the direct coordination of one or more specific ministries, e.g., sacramental planning, educational formation, pastoral ministry. Attends and participates in regional, Archdiocesan, and national professional meetings and organizations as approved and as appropriate.
- C. Liturgy Coordinator. This is accomplished by developing and organizing plans which respond to the parishes worship and prayer needs and overseeing the provision of quality liturgical seasonal celebrations and sacramental services. Oversees the planning, development, implementation, and evaluation of both the Eucharist and sacramental celebrations of the parishes. Coordinates liturgical celebrations, special liturgies, and seasonal celebrations throughout the year. This would include funeral, quincenera and wedding preparation as needed. Assures that adequate and helpful materials for worship are available for both presider and assembly. Oversees the liturgy budget. Supervise the people who work in Music Ministry. Assist visiting priests when necessary.

- D. Supervises and supports the parish Office Coordinators, Facilities Manager and Bookkeepers. Meet on a regular basis with each one individually; meet with the OC group on a regular monthly basis; oversee each OC's program planning and budget. Assist with each OC's programs/ministries as needed and /or requested.
- E. Assures the development and implementation of a comprehensive plan for faith formation of youth and adults which includes newly married, young families, parish missions, on-going faith formation and Small Christian Communities.
- F. Directs the sacramental preparation programs for all four parishes which includes Baptism, Confirmation, Eucharist, RCIA and Marriage prep.
- G. Safe Environment Contact for Parishes and School. Process Background checks for Parish and School employees and volunteers. Maintain current database of those processed, including notification. Co-ordinate with Archdiocesan Safe Environment Program. Provide regular training for families, ministers, employees, volunteers, and students.
- H. Oversees Parish Hispanic Ministry Programs. Includes implementing and directing the Sacramental Preparation programs for First Penance, First Eucharist, and Confirmation. Providing for and assuring Catechetical training. Assures that the Baptismal, Confirmation and Sacramental Preparation classes follow Church and Parish guidelines. Assures the development and implementation of a comprehensive plan for faith formation of Hispanic adults. Liaison with Hispanic Leadership groups. Meet regularly with leadership to plan and implement HM programs.
- I. Serve as staff liaison and advocate for parish groups. Serve as a liaison on the Parish Council along with the Pastor.
- J. Prepares Bulletin Announcements, Intercessions, and correspondence.
- K. Maintains a level of knowledge and skills required for this ministry, by reading appropriate publications, attending workshops and conventions, and keeping up to date on current issues, etc.
- L. Performs other duties as assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____