

PARISH:

TITLE: *Parish Pastoral Minister*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Parish pastoral ministers are people of faith called to proclaim the Gospel, build Community and be of service in today's world. Because they have a primary responsibility for fostering the development of their faith community, all pastoral ministers must be especially skilled in facilitating and fostering a sense of mutual ministry among all members of the parish.

II. ESSENTIAL POSITION DUTIES:

- A. They are knowledgeable about Roman Catholic Church teachings and practices.
- B. They express their spirituality as an integral part of themselves.
- C. They speak and act in ways congruent with the Church's faith and beliefs.
- D. They nurture their relationship with God through experiences of prayer. They reflect regularly on God's presence in all of creation and have a regular pattern of prayer.
- E. They respect individuals and demonstrate sensitivity to the rich ethnic, racial and cultural diversity of parishioners; they celebrate and integrate the individual uniqueness of all persons.
- F. They maintain respect for the dignity, worth and potential growth of individuals and communities and for alternative points of view.
- G. They take responsibility for themselves, make decisions and deal with the consequences.
- H. They set goals, articulate personal values and make decisions in light of personal values and without undue influence from others.

- I. They identify their personal strengths and weaknesses, remain open to feedback from others and are able to change behaviors, attitudes and needs.
- J. Articulate their theology of ministry, including a personal vision of spirituality, justice and community.
- K. Serve the Roman Catholic faith community in western Washington in a manner that does not compromise the church they represent.
- L. Know and understand the Roman Catholic faith, including Scripture, church history and teachings, and pertinent Canon Law.
- M. Function effectively in a team or collaborative ministry in their work environment.
- N. *Communication* skills, such as speaking and writing clearly, teaching effectively, providing adequate information to assure program success, active listening and assertiveness.
- O. Ability to maintain *confidentiality* of sensitive issues.
- P. *Enabling* and *empowering* skills, such as fostering participation of others, motivating and affirming, eliciting collaboration and enthusiasm, providing a sense of parish ownership, and delegating appropriate responsibilities.
- Q. *Group process* skills, such as leading or facilitating groups, understanding process techniques, involving others, building rapport and trust, managing conflict, and acting with sensitivity to the diversity of cultures, economic backgrounds and value systems in the group.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____