



## Position Description

<b>Position Title:</b>	Pastoral Associate
<b>Reports to:</b>	Pastor
<b>Direct Reports:</b>	Volunteer Ministry Leaders
<b>Provides work direction to:</b>	Office Coordinators, Office Assistant, and Volunteers.
<b>Receives work direction from:</b>	Pastor, Leadership Team
<b>FLSA:</b>	Exempt; Administrative/Professional
<b>Date:</b>	Summer 2024
<b>Schedule:</b>	12 months, Full Time. 40+ hours per week. The nature of the work and the Church's schedule of activities requires scheduling flexibility, and the incumbent will work with the pastor to arrange a schedule that meets the needs of the ACC, each parish, and the individual.
<b>Benefit Eligible:</b>	Yes

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**PURPOSE OF THE POSITION:** This position is to provide for and oversee pastoral care for those who mourn especially by coordinating funeral arrangements, give direction for all liturgical ministers by coordinating schedules and offering training, and to coordinate all sacramental schedules requiring a priest or deacon.

This position will be guided by the ACC Play Book in collaboration with the Pastor and the Leadership Team for Parishes on the Prairie Area Catholic Community. This position requires discretion and great care of confidential information. It will be a great support to the Pastor, the other Clergy, the Leadership Team, the entire ACC staff, as well as many volunteer leaders.

*This position will be employed by St. Paul's Catholic Church for payroll purposes. The Parishes on the Prairie Area Catholic Community consists of six parishes including: St. Donatus, Brooten; St. Alexius, West Union; St. Francis de Sales, Belgrade; Sts. Peter and Paul, Elrosa; Our Lady of the Angels, Sauk Centre; St. Paul's, Sauk Centre.*

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**GENERAL RESPONSIBILITIES (\*):** Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Catholic doctrine and religious practices. It is required that this employee be an active, participating Catholic.

### 1) REPRESENTATIVE RESPONSIBILITIES (\*):

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more efforts, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- B. Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and volunteers at the parish.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of

- civil and canon law, and Catholic Church teaching.
- D. Maintain professional standards of confidentiality.
- E. Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
- F. Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

2) **LEADERSHIP AND MISSION DUTIES (\*).** Work collaboratively with the Pastor to establish a vision and strategic direction for the parish. Along with the Pastor, work with the Leadership Team to move forward the vision.

- A. Leadership Team. Serve as a member of the ACC Leadership Team, collaborating with fellow team members on the overall mission of the ACC.
- B. Long Range Planning. Work collaboratively with ACC leadership, staff and volunteers on formulations and execution of long range planning in accordance with the mission and vision of the ACC.
- C. Stewardship way of life. Practice and advocate the definition, the four pillars and the 3 T's of stewardship.
- D. Meet with Pastor on regular basis.

3) **PASTORAL MINISTRY DUTIES (\*).** Assist the Pastor with the pastoral needs of the parish community by caring for grieving families and facilitate funeral liturgy planning.

- A. Facilitate planning for funerals, wake services and graveside services for families as needed.
- B. Oversee special events during liturgies such as: Baptisms, Confirmations, 1st Communions, Anointings, OCIA Rites, Crowning of Mary, etc. and communicate all pertinent details to the presider.
- C. Recruit, supervise, and develop volunteers in the areas of pastoral ministries.
- D. Collaborate with Homebound Ministry Leaders for training of volunteers.
- E. Collaborate with Office Coordinators to keep Sacramental Records and Mass Intentions in good order.

4) **LITURGICAL MINISTRY DUTIES (\*).** Oversee all aspects of liturgical ministries for the ACC.

- A. Manage and facilitate the liturgical needs of the Priests for Lord's Day Masses, Christmas, Holy Week, Holy Days of Obligation, and other feast days or events especially important to the life of the ACC.
  - i. Manage the clergy sacrament schedule
  - ii. Recruit and schedule substitute priests when needed.
  - iii. Oversee the Church preparations required for liturgical seasons and special liturgies.
  - iv. Provide for ordering liturgical supplies.
- B. Set and maintain standards of liturgical ministries through education and training, according to ecclesiastical norms.
- C. Direct all ministry leaders and provide for training as needed to all ministry volunteers - Musicians, Sacristans, Emcees, Servers, Ushers, Greeters, Lectors, Extraordinary Ministers, Decorators.
- D. Give direction to and schedule accompanists, musicians, choirs, cantors.
- E. Schedule ministers for liturgies as is suitable, especially for ACC liturgies.
- F. Oversee proper copyrights of liturgical publications within the ACC.

5) **OTHER RESPONSIBILITIES:**

- A. Maintain and improve professional competence through staff development activities provided by the parish and self-selected professional growth activities.
- B. Attend all required meetings including department meetings, staff meetings, All-Staff days, staff retreats, trainings, in-services and any other meetings deemed necessary by the Pastor.
- C. Comply with policies and procedures as outlined in the Personnel Policy Handbook. Assist and support the administration in implementing policies and rules governing employment law practices, conduct and behavior.
- D. Meet all Safe Environment requirements.
- E. Attend required workshops offered by the diocese as requested. Maintain active professional relationships with other Pastoral Ministers within St. Cloud Diocese.
- F. Recognize, understand and undertake all responsibilities listed above with a positive attitude that is consistent with the ACC Play Book. The ACC Play book guides the ACC and trust is foundational for any team.

The responsibilities listed are representative of the position and are not all-inclusive. Those noted with an “\*” are essential functions of the job. More detailed listings of the duties and tasks are outlined in supplemental documents. These supplemental documents would include, but not limited to, policy handbooks, codes of conduct, posted procedures, etc.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

**EMPLOYEE:** I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the ACC change.

Employee’s signature \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERVISOR:** I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed in this job.

Supervisor’s signature \_\_\_\_\_ Date: \_\_\_\_\_

**POSITION TITLE:** Pastoral Associate  
**DATE:** Summer, 2024

**Qualifications:**

- Practicing Catholic, Required.
- Minimum of three years of work experience.
- Must have the ability to plan, organize, and meet deadlines.
- Good interpersonal and communication skills.
- Ability to hear, and safeguard confidential information
- Ability to work in multiple social environments.
- Ability to give, and take direction and work with others as a team
- Ability to direct and empower people with positive attitude.
- Proficiency in communication technologies.
- Successfully complete standard background checks and safe environment training.
- Flexibility working the schedule outlined for the position on a regular basis.
- A “hand’s on” approach willing to help as needed.

**Spiritual Demands:**

- Daily prayer life.
- Living the five precepts of the church:
  1. Attend Lord’s Day Masses and Holy days of Obligation.
  2. Confess your sins sacramentally at least once a year
  3. Receive the Eucharist at least once a year.
  4. Observe days of fasting and abstinence.
  5. Provide for the needs of the church.

**Mental demands:**

- Longs to know and follow Jesus Christ the Good Shepherd and lead others to do the same.
- Motivated to pray boldly, work together, and strive for excellence.
- Helps to teach the faith and provide the sacraments.
- Works towards having engaging sacraments, lifelong formation, and expanding leadership.
- Live and project a personal lifestyle with Christian values.
- Possess a clear understanding of the English language. Speak and write effectively.
- Provide collaborative leadership and professional direction, communicating clear and accurate directions to others.
- Possess excellent interpersonal skills.
- Be honest, trustworthy and confidential in all areas.
- Exhibit patience, understanding and calmness in chaotic situations.
- Ability and openness to work in constructive collaboration with other team members.
- Exhibit promptness and dependability.
- Deal with difficult people in a calm, dignified and respectful manner.
- Possess strong organizational skills, delegate to others and teach others.
- Be self-motivated and work productively without supervision.
- Ability to identify and recognize unsafe conditions and work practices.
- Ability to foster and maintain appropriate boundaries with fellow employees, volunteers, parishioners, visitors and vendors and to conduct oneself in a friendly, cooperative, courteous and professional manner.

**Physical demands:**

- Move throughout the campuses and buildings, including walking up and down stairs.

- Frequent lifting and carrying items of up to 25 lbs.
- Frequent sitting at a desk using computer, keyboard and mouse
- Able to walk, stand, sit, kneel or bend as needed.
- Work long hours when the position demands.
- Participate in occasional evening and/or weekend responsibilities.
- Ability to travel to various campus locations.