



JOB DESCRIPTION FOR St. Paul Catholic Church

POSITION NAME: Pastoral Associate

LOCATION: Eugene, OR

REPORTS TO: Pastor

POSITION FTE: 1.0

CLASSIFICATION: Exempt

COMPENSATION: DOE

OPENING DATE: Immediate

TERMS: Full-Time/Permanent

GENERAL STATEMENT OF DUTIES: The Pastoral Associates functions as an integral member of the parish staff, sharing in the responsibility of the needs assessment, decision-making, planning and implementation of parish ministries and operations. The position is more of a generalist than a specialist, working at the direction of the pastor in responding to the spiritual, pastoral, educational, and administrative needs of the parish. The position requires the ability to coordinate activities with other local Catholic Churches and the Archdiocese of Portland.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Administers designated parish programs in collaboration with the pastor, using the Mission and Vision Statements of the Parish as a guide. Parish programs include but are not limited to:
 - RCIA
 - Senior Ministry
 - Marriage & Family Life
 - Justice & Peace
 - Young Adult Ministry
 - Vocations
 - Grief Ministry
2. Assists in the preparation of various sacraments.
3. Contributes to the faith formation and development of ministers and parishioners.
4. Provides support and guidance to individuals and families in times of crisis, and spiritual support within the parish for individuals and groups through ministry programs.
5. Works with volunteers in establishing and attaining parish ministry goals.
6. Serves as a resource person for the Parish Pastoral Council, various parish groups, and religious education programs.
7. Coordinates the parish's evangelization outreach efforts with the Outreach Specialist.
8. Assists the pastor in welcoming and integrating new members into the parish community.
9. Assists the pastor in liturgical planning and execution of the liturgy.

- 10. Contributes to the initial formation and ongoing development of various ministers and parish groups.
- 11. Participates in the pastoral care of the sick in homes and/or hospitals.
- 12. Maintains strict level of confidentiality about Church, parish business and parishioner's personal information.
- 13. Assists the priest with funeral planning and coordinates such planning in the absence of the priest.
- 14. Assists visiting priests with liturgy and travel needs.

JOB SCOPE: The Pastoral Associate (PA) will encounter new and varied work situations on a daily/weekly basis. He or she must be able to work with a variety of individuals from all walks of life and from all economic groups, and be an able to organize and coordinate multiple functions with minimal supervision.

COMMUNICATION & CONTACT: The PA must be able to communicate with staff, parishioners, and outside vendors through written, verbal and digital means. The PA must be able to keep confidences as the parish staff is often exposed to confidential/sensitive matters.

SPECIFIC JOB SKILLS: The PA must have an understanding of the Catholic faith and faith development. He or she must be able to prioritize workload to meet program requirements, and have the ability to work both independently and as a member of a pastoral team. The PA must be flexible, creative, responsible, and technologically inclined.

EDUCATION AND/OR EXPERIENCE: The PA must be an active member of a Roman Catholic faith community, and be certified or willing to pursue certification as a Master Catechist. Five years' experience in parish work or related field is desired. A Bachelor's Degree in Religious Education or Theology is preferred.

PHYSICAL DEMANDS: While performing the duties of this job, the PA is required to stand, walk, talk, reach, sit and perform repetitive motions of the hands/wrists. The ability to lift and move items up to 20 pounds is required.

JOB CONDITION: Work is performed in a church or office setting with daily/weekly deadlines. The PA is required to attend scheduled evening and weekend meetings/functions. This position requires flexible work schedule.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES: N/A

Employee Signature

Supervisor Signature