

PASTORAL ASSOCIATE
PASTORAL CARE AND SOCIAL JUSTICE/OUTREACH
St. Pius X Church
Cedar Rapids, Iowa

The Pastoral Associate for Pastoral Care and Social Justice is an integral member of the parish staff with professional preparation and pastoral sensitivity to suffering members of the parish and community. In conjunction with the pastor, this person provides direct ministry to those in need, and leadership in the planning and execution of programs to assist the needy.

REPORTS TO: Pastor

FLSA STATUS: Exempt

RESPONSIBILITIES INCLUDE

- 1) Coordination and Administration
 - a. Serves as a member of the Parish Staff and the Social Justice Commission, including Sanctity of Life and Restorative Justice Committees.
 - b. Participates in decision-making regarding overall parish and activities.
 - c. Prepares and manages the Social Justice and Outreach portion of the annual budget.
 - d. Contributes to the following as necessary: parish bulletin, newsletters and bulletin inserts.
 - e. Represents the parish in various ecumenical and civic activities.

- 2) Pastoral and Spiritual Care
 - a. Visits hospitals weekly.
 - b. Visits homebound as needed.
 - c. Coordinates sacramental services to homebound and area care centers.
 - d. Meets with families at the time of death to plan funeral liturgy and vigil service.
 - e. Leads prayer services at funeral homes in the absence of the pastor and deacons.
 - f. Coordinates with the Director of Liturgy the annual All Souls Mass and the Anointing Masses and the receptions following.
 - g. Provides materials specifically for spirituality in later years, illness and bereavement.
 - h. Provides pastoral counseling and spiritual direction as needed.

- 3) Social Justice/Outreach
 - a. Administers parish support for and involvement in
 - i. Metro Catholic Outreach
 - ii. Catholic Worker House
 - iii. Habitat for Humanity
 - iv. Green Square Meals
 - v. Willis Dady Emergency Shelter
 - vi. Catherine McAuley Center
 - vii. Catholic Charities
 - viii. St. Vincent de Paul Society
 - ix. Community Health Free Clinic

- x. Golden Age Lunches
- xi. Other assistance programs as they arise
- b. Coordinates parish participation and management of parish food pantry to MCO.
- c. Maintains reference lists for ongoing assistance requiring professional care.
- d. Applies for and manages grants from the Jessie Ball duPont Foundation and other entities as available.
- e. Educates the parish on social justice issues and works for systemic change to society.
- f. Oversees coordinators of parish disaster team.
- g. Coordinates Advent Giving Tree, Lent Rice Bowl and other charitable donation efforts.
- h. Any other duties and responsibilities assigned by the pastor.

QUALIFICATIONS

1. Degree in Pastoral Theology or a related field (two years experience in pastoral ministry preferred, or archdiocesan certification as pastoral associate)
2. Active participant in the life of the Catholic Church and ability to participate in the full sacramental life of the Church
3. Supports the mission of the parish and the Church
4. Basic computer skills
5. Is collaborative and exhibits a willingness to learn and share
6. Is a professional person of integrity and responsibility and is able to maintain confidentiality
7. Recognizes the need for ongoing spiritual renewal
8. Recognizes the need for leisure and takes it
9. Formal training in spiritual direction required for providing individual spiritual direction