

Job Description
Pastoral Associate for Pastoral and Spiritual Care
St. Pius X Parish, Cedar Rapids, IA

Parish Mission Statement: St. Pius X Parish is a Catholic faith community of worship, prayer, and thanksgiving, serving the world through outreach and action.

Position Summary: The Pastoral Associate for Pastoral and Spiritual Care 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 the aged, sick, homebound, and grieving.

This is a full-time (40 hours per week) twelve-month position with flexible hours.

Reports to: Pastor

Responsibilities Include:

A. Coordination and Administration

1. Serve as member of the Parish Staff
2. Participate in decision-making regarding overall parish direction and activities
3. Develop and foster leadership among parish volunteers, committees, and commissions
4. Prepare and manage that part of the annual budget for pastoral care needs
5. Contribute to the following as necessary: parish bulletin, newsletters, bulletin inserts, flyers, newspapers
6. Represent the parish at various archdiocesan, deanery, ecumenical, and civic activities related to pastoral and spiritual care

B. Pastoral and Spiritual Care

1. To the sick and homebound

- a. Weekly hospital visitation
- b. Coordinate Holy Communion to homebound parishioners and nursing homes within the parish boundaries
 - a. Schedule anointing of the sick twice a year at each facility
 - b. Schedule distribution of ashes on Ash Wednesday
- c. Coordinate parish visitors to the homebound
- d. Support the Northbrook Giving Tree/Christmas Party activities

2. To the bereaved

- a. Meet with families at time of death to plan the funeral liturgy
- b. Conduct occasional Vigil Services and Committal Services, and funeral services at funeral homes
- c. Be present at funerals to help coordinate ministers
- d. Meet with individuals who wish to pre-plan their funerals
- e. Provide follow-up bereavement care to families who have lost loved ones

3. Liturgical and social activities

- a. Coordinate with the Director of Liturgy the annual All Souls Mass, the annual Anointing of the Sick at all weekend Masses, and the weekday anointing in the spring with the 5th Grade Teachers and students
- b. Plan and coordinate the meal/reception following the All Souls Day Liturgy and the spring anointing
- c. Coordinate Golden Age monthly gatherings
- d. Direct programs and provides materials specifically for spirituality in later years, illness, and bereavement
- e. Participate in the ministry of hospitality in the Gathering Space before the weekend liturgies

C. Any other duties and responsibilities assigned by the pastor.

D. Qualifications

1. Degree in pastoral theology or a related field (two-year's 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. Be able to assist in the formation of the entire parish in understanding the parish mission
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

Revised January 2018