

## **PASTORAL ASSOCIATE for EVANGELIZATION AND MISSION**

St. John Vianney, a vibrant parish of 2,000 families in Bettendorf, Iowa, is seeking an experienced, enthusiastic, qualified, active Catholic to serve in collaboration with the parish staff in key ministry areas of young adults, intergenerational faith formation, spiritual enrichment, and evangelization outreach. A degree in Catholic theology or equivalent experience, such as pastoral or lay ministry, is required. This full-time salaried position, with benefits, begins August 1. A complete job description is on our website: [www.sjvbett.org](http://www.sjvbett.org). Application deadline is June 15. For more information contact Rev. James Vrba ([frjim@sjvbett.org](mailto:frjim@sjvbett.org); 563-332-7910), or submit your resume and three references to him @ St. John Vianney Church, 4097 18<sup>th</sup> St., Bettendorf, IA 52722.

Rev. 4-23-2019

# **PASTORAL ASSOCIATE**

## ***for Evangelization & Discipleship***

**Saint John Vianney Catholic Church, Bettendorf, Iowa**

The mission of Saint John Vianney Catholic Church, a faith community inspired by the Holy Spirit, is to bring all God's people closer in the community of the Church by spreading the Good News through active, dedicated ministries committed to: prayer, active liturgy, a deepened understanding of the faith, sharing the faith with our children and others, and active social justice and Christian service.

**JOB SUMMARY:** The pastoral associate will help directors of ministries to implement the vision of the parish in a collaborative and unified way. He/she will be involved in long-term planning and development of parish programming, will assist directors in establishing and achieving annual goals, and will assist the programming that occurs.

The pastoral associate will benefit various areas of ministry as a professional resource for the pastor, staff, parish council, and commissions/committees. This is a full-time, salaried position, meaning a minimum of 40 hours per 7-day work week. Days and hours worked each week will be determined by the requirements of the parish as they arise. Employment at Saint John Vianney is at-will, as per State of Iowa law.

The pastoral associate must be prepared, and will be expected, to work a flexible schedule to accommodate the needs of Saint John Vianney, including evenings, weekends, and other special occasions, as necessary or required by the pastor. In collaboration with parish staff, the pastoral associate shares in the responsibility for the daily pastoral care of the parish community.

### **KEY AREAS OF RESPONSIBILITY:**

#### **Youth and Young Adults:**

- Assist the Faith Formation Commission to engage youth in parish activities
- Help establish a deanery ministry for young adults in their 20s and 30s
- Assist in creating quarterly intergenerational faith formation opportunities

#### **Sharing the Love of Christ to the World:**

- Serve as a resource to engage parishioners in outreach /service ministries
- Build and grow the parish evangelization ministry
- Assist in the growth of the parish stewardship ministry

#### **Discipleship in Our Community:**

- Help develop whole-parish spiritual enrichment and renewal opportunities
- Encourage adult participation in faith formation activities
- Help form the parish council's commission structure for parish organizations

#### **Ministry of Evangelization:**

- Direct the education of the parish in evangelization
- Develop and direct programs of outreach to alienated and inactive Catholics
- Develop programs of outreach to the unchurched
- Improve parish communication and information

## **OTHER POSITION RESPONSIBILITIES:**

- Meet regularly with pastor and staff to collaborate and implement parish programming in an intentionally unified manner
- Maintain familiarity with parish programs and models that will assist in the growth and strengthening of the parish
- Assist in the recruitment and formation of volunteer leaders
- Understand the Catholic faith, worship, and social teaching and apply it to parish policies and practices
- Remain responsive to the parish vision
- Perform other duties as assigned by the pastor.

## **POSITION QUALIFICATIONS:**

To perform this job successfully, this individual is an active Catholic in good standing, who enthusiastically lives the faith we seek to share. He/she must be able to perform each essential duty satisfactorily. The conditions listed below are representative of the knowledge, skill, and/or ability required:

**Required:** Compliance with the Diocese of Davenport's safe environment policy, including BCI&I background checks and completion of VIRTUS training.

**Education:** A degree in Catholic theology or equivalent, such as pastoral ministry or lay ministry, is required. Knowledge and understanding of the Catholic Church and its mission is also required, particularly in how the parish is integral to a Christian's relationship with Jesus Christ.

**Experience:** Minimum of five years in ministry is strongly preferred, with familiarity of the day-to-day operations of the parish. Must have proven leadership and organizational skills, including interpersonal relations, conflict resolution, management and supervision, and collaborative effort.

**Job-related Skills:** Experience in ecclesial/ministerial visioning and planning, including familiarity with Church structures and systems; experience with collaborating with staff and volunteers. Ability to delegate and empower. Strong social media skills including website, Facebook, and other marketing; proficiency in Microsoft Office programs.

**Interpersonal Skills:** Excellent interpersonal skills when collaborating with clergy, co-workers, other parish or diocesan employees, families, and the general public. The ability to work with others in a cooperative, team environment.

**Language Skills:** Strong oral and written communication skills; ability to read and comprehend instructions, write correspondence and memos.

**Physical Strength Demands:** Light work, exerting up to 20 pounds of force occasionally, and/or a negligible amount of force to move objects. Physical demand requirements are in excess of those for sedentary work.

**FINAL: April 23, 2019**