

**POSITION TITLE:** Parish Care Coordinator  
**REPORTS TO:** Pastor  
**FLSA STATUS:** Non-exempt  
**CLASSIFICATION:** Part-time, 15-19 hours per week

Coordinates the parish's pastoral care ministry to parishioners and their families who are sick, elderly, homebound, bereaved, or struggling with exceptional life circumstances. Responsible for the recruitment, education, and evaluation of volunteer ministers. Establishes a network of community referral resources and oversees the making of referrals to assist parishioners in need. Coordinates the regular prayer presence and sacramental visitations for the sick and dying. May serve as a leader of prayer at wakes, meetings, community meetings, church services and nursing homes.

**SPECIFIC DUTIES:**

- Collaborate with pastor in addressing pastoral, counseling, spiritual and sacramental needs of parishioners
- Work closely with program staff to coordinate planning and execution of various caring programs within the parish, and develop and manage department program activities, plans, and budgets
- Collaborate with other service organizations within the community to facilitate effective working relationships while identifying new health resources
- Make home, hospital, and facility visits to assess health needs, discuss health problems, provide support and spiritual presence as requested
- Support individuals and families through grief work
- Identify needs for support groups and develop/facilitate such groups
- Attend staff meetings

**SUPERVISORY RESPONSIBILITIES:**

- Recruit, coordinate, train, and supervise volunteers to assist in meeting the spiritual, emotional, and physical needs of parishioners

**QUALIFICATIONS:**

- Desired: a bachelor's degree in a related field, experience in pastoral care ministry and supervisory and administrative experience.
- Confirmed Catholic in good standing with the Church and calling into this field of ministry
- Knowledgeable and articulate in Catholic theology and pastoral practice
- Able to work effectively in a culturally and age-diverse environment
- Strong communication skills, orally and in writing, with a leadership presence
- Able to work collaboratively as a member of the ministry team
- Strong people skills and ability to manage complex pastoral situations
- Self-motivated, self-directed, organized, detail oriented, able to multitask and maintain strict confidentiality
- Proficient in Microsoft applications
- Valid Michigan driver's license

11/10/21