



**ARCHDIOCESE
OF PORTLAND IN
OREGON**

Office of the Vicar for Clergy

GENERAL JOB DESCRIPTION FOR A PAROCHIAL VICAR

TITLE: Parochial Vicar

APPOINTED BY: The Archbishop

DIRECT REPORT: The Pastor

WORK SCHEDULE: Day off, vacation, professional leave, retreat and days for prayer and reflection should be arranged in consultation with the pastor, and in accordance with the Clergy Personnel Manual.

PRIMARY RESPONSIBILITIES:

I. Ministry of the Word

- a. Preach as scheduled on Sundays, at daily Mass, during the celebration of Sacraments and funerals.
- b. Participate on the RCIA team under the direction of the Pastoral Associate.
- c. Teach in the training program for catechists under the direction of the DRE.
- d. Together with the pastor and under his direction, assist in the continued training of small group facilitators.
- e. Meet with the couples preparing for marriages which the pastor will celebrate, to prepare the forms and plan the wedding ceremony.
- f. Assist parishioners to complete annulment processes.
- g. Offer Mass in English and Spanish. Learn/improve Spanish abilities.

II. Ministry of Worship and Prayer

- a. Preside at Sunday and weekday Mass as scheduled.
- b. Celebrate the sacraments and funerals as scheduled and needed.
- c. Be on call for emergency anointing and viaticum in collaboration with the pastor and other priests of the parish.
- d. Lead Lenten devotions, Eucharistic Adoration and Benediction.
- e. Train and schedule liturgical ministers
- f. Assist parishioners in planning funerals.
- g. Celebrate the sacrament of Penance as scheduled and as requested by individuals.
- h. Serve as resource theologian and liturgist for the Liturgical Planning Committee.
- i. Meet with the music director to plan for the liturgical music.
- j. Prepare the General Intercessions for Sundays and Solemnities.

III. Ministry of Pastoral Care

- a. Pastoral counseling as needed and appropriate.
- b. Spiritual direction as requested and appropriate.
- c. Serve as chaplain to the widowed and divorced.
- d. Assist the youth director as time allows and participate in youth ministry.
- e. Visit the homebound when requested by the pastoral care minister.
- f. Visit teens and adults in correctional facilities.
- g. Participate in Hispanic Ministry as possible.
- h. Teach Adult Confirmation Class in cooperation with Pastoral Associate.

IV. Staff Responsibilities

- a. Attend and participate in weekly staff meetings.
- b. Plan and work collaboratively with other staff as required by the work or particular agreement with the supervisor.
- c. Arrange for proper scheduling of activities and programs and assure that programs and activities are adequately advertised.
- d. Attend pastoral council meetings and participate in parish program planning and budget preparation.
- e. Respect parish budget, policies and procedures as well as appropriate archdiocesan guidelines.
- f. Attend appropriate vicariate and archdiocesan meetings as time and primary responsibilities allow.
- g. Attend Ministerial Association Meetings.
- h. Perform other duties as agreed upon with the pastor.
- i. Let office staff know where you are and how long you are gone (i.e., lunch).
- j. Keep an accurate calendar

V. Do not take the following actions

- a. Create a new ministry without consultation with the pastor.
- b. Miss any scheduled meetings.
- c. Create any new liturgical changes.
- d. Add personal pieties into Mass when presiding.
- e. Instruct or encourage lay ministers to add personal pieties into Mass when presiding.
- f. Instruct or encourage lay ministers to add personal pieties into Mass while serving.

The duties of the Parochial Vicar will vary dependent the parish to which he is assigned. Please refer to any additional addenda that the pastor may have provided.