



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** Pastoral Associate

**Opening Date:** 5/14/2021

**Closing Date:** 6/30/2021

**Location of Job:** St. Edward, 10990 NW 313<sup>th</sup> Ave, North Plains, OR 97133  
St. Francis of Assisi, 38975 NW Harrington Rd, Banks, OR 97106  
Visitation Catholic Church, 4285 NW Visitation Rd, Forest Grove, OR 97116

**Position:** Full-time, exempt, benefits eligible

**Position Summary:** Functions as an integral member of the parish staff, sharing in the responsibility of the needs assessment, decision-making, planning and implementation of parish ministries and operations. The Pastoral Associate is more of a generalist than a specialist, working at the direction of the pastor in responding to the spiritual, pastoral, educational, and administrative needs of the parish. The position requires the ability to coordinate activities with other local Catholic churches, Area Vicariate and Archdiocese of Portland.

**Primary Responsibilities:**

1. Administers designated parish programs in collaboration with the pastor, using the Mission Statements of the Parish as a guide. Parish programs include but are not limited to: RCIA, Senior Ministry, Marriage & Family Life, Peace & Justice, Young Adult Ministry, Vocations, Grief Ministry
2. Assists in the preparation of various sacraments and in planning parish sacramental celebrations.
3. Contributes to the faith formation and development of ministers and parishioners.
4. Collaborates with other parish ministers in furthering religious education.

5. Provides support and guidance to individuals and families in times of crisis.
6. Provides spiritual support within the parish for individuals and groups through ministry programs, e.g. spiritual direction, pastoral counseling, directing retreats, etc.
7. Assists and shares in ministering to persons in crisis, e.g., the sick, grieving, divorced and separated, widows and widowers, as well as emergency requests for assistance.
8. Assists the Pastor in developing social consciousness among staff and parishioners, and responds to the needs of the poor and victimized in the community.
9. Works with volunteers in establishing and attaining parish ministry goals.
10. Serves as a resource person for the Parish Pastoral Council, parish commissions, and religious education programs.
11. Coordinates the planning and implementation of an on-going RCIA process.
12. Coordinates the parish's evangelization outreach efforts.
13. Coordinates the parish's social outreach efforts.
14. Assists the Pastor/Parochial Vicar in designing a process for welcoming and integrating persons into the parish community.
15. Provides in-service training and faith formation for altar servers, lectors, Eucharist ministers, ushers/greeters, sacristans, musicians and choir members.
16. Contributes to the initial formation and ongoing development of various ministers and parish groups.
17. Participates in the pastoral care of the sick in homes and/or hospitals.
18. Oversees Call to Protect program.

19. Acts as a liaison with the Marriage Tribunal for couples regarding marriage or annulment procedures.
20. Maintains strict level of confidentiality about Church, parish business and parishioners.
21. Performs other work-related duties as assigned.

**Required Knowledge, Skills and Abilities:** Proven ability in organizational and communications skills and an understanding of faith development. Must be able to prioritize workload to meet program requirements. Ability to work both independently and as a member of a pastoral team. Must be flexible, creative and responsible.

**Minimum Qualifications:** Active member of a Roman Catholic faith community. Certification as a Master Catechist. Five years' experience in parish work or related field. Demonstrated ability to successfully conduct workshops. Bachelor's Degree in Religious Education or Theology or higher degree such as Masters in Divinity or Theology or an equivalent degree is preferred.

**Physical Demands:** While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 20 pounds.

**Please send resume and cover letter to Fr. Michael Vuky at [mvuky@archdpdx.org](mailto:mvuky@archdpdx.org) to apply.**