



# ARCHDIOCESE OF PORTLAND IN OREGON

## **POSITION TITLE: Pastoral Associate**

**Opening Date:** 09/01/2021

**Closing Date:** 09/24/2021

**Location of Job:** St. Clare Catholic Church

**Location Address:** 8535 SW 19<sup>th</sup> Ave, Portland OR, 97219

**Position:** Part-time with Benefits

### **Position Summary:**

Functions as an integral member of the parish staff, sharing in the responsibility of the need's assessment, decision-making, planning and implementation of parish ministries and operations. The Pastoral Associate is more of a generalist than specialist, working at the direction of the pastor in responding to the spiritual, pastoral, educational, and administrative needs of the parish. Relates to local, area Vicariate and Archdiocesan structures.

### **Primary Responsibilities:**

*(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employers as the needs of the employer requirements of the job change.)*

1. Coordinates the planning and implementation of an on-going RCIA process.
2. Coordinates Small Faith Sharing Groups.

3. Supervises Children's Faith Formation Coordinator and mentors Notre Dame University ECHO apprentice.
4. Recruits and trains volunteers for a variety of parish ministries.
5. Oversees the overall parish religious education program.
6. Coordinates the pastoral care of the sick in homes and/or hospitals.
7. Coordinates training and faith formation for lectors, Eucharistic Ministers, ushers, and sacristans.
8. Oversees schedule of liturgical ministers.
9. Coordinates special liturgies, such as Christmas, Holy Week, annual One Mass/One Family.
10. Assists and shares in ministering to persons in crisis, e.g. the sick, grieving, divorced and separated, widows/widowers.
11. Assists in the preparation of various sacraments and in planning parish sacramental celebrations.
12. Provides spiritual support within the parish for individuals and groups through ministry program such as retreats and workshops.
13. Serves as a resource person for the Pastoral Council, Liturgy Committee, Peace and Justice Committee and religious education programs.
14. Maintains strict level of work-related confidentiality about Church, parish business and parishioners.
15. Performs all work-related duties as assigned.

**Job Scope:** Position encounters frequent new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Improper individual actions could result in delays and errors in performances.

**Communication/Client Contact:** Contacts are usually made with others both inside and outside the parish. Contacts are usually made at own initiative, or at a supervisor's request, and may contain confidential/sensitive matters.

**Required Knowledge, Skills and Abilities:**

**Specific Job Skills:** 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:**

**Education And/Or Experience:** 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.

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

**Job Condition:** Work is performed in a church or office setting, under continual, tight deadlines. Employee will be required to attend scheduled evening and weekend meetings. This position requires flexible work scheduling to properly administer the program.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position may be combined with our posting for Children's Faith Formation Coordinator dependent upon education and qualifications.

**Please send resume and cover letter to Shelley Worrell, Business Manager, St. Clare Parish at [shelley@saintclarechurch.org](mailto:shelley@saintclarechurch.org) to apply.**