

## Pastoral Associate Position

Saint Jude Parish, Pittsburgh, is seeking to hire a full-time Pastoral Associate who is passionate about growing and sustaining a vibrant parish. This person will be a Senior Member of the Pastoral staff and will be entrusted with the **principal responsibilities of serving as the liaison to the Pastor to various committees**, promoting our parish mission statement and working in an administrative capacity in the overall care of the parish. They will be a significant presence at parish events, coordinate groups of volunteers who serve the parish in different capacities and promote good public relations both within and beyond the parish to the greater community.

This collaborative team player will ideally be a self-starting decision maker capable of listening well to others and representing other's thoughts and opinions to the pastor.

### Personal Qualities:

- A practicing, fully initiated Catholic in good standing, having completed the Sacraments of Baptism, Eucharist and Confirmation. If married or ordained is done so validly within the Church; and if a member of a religious community or a Deacon, is in good standing.
- Strong communication & interpersonal skills
- Works well as part of a team in collaboration with others
- Ability to work independently and efficiently
- Strategic and pragmatic thinker
- Exhibits flexibility and initiative

### Routine Duties & Responsibilities:

- Parish Mission Statement: Advances the parish mission statement so that all are able to know, understand embrace interpret and apply to life in the respective calling.
- Worship: Leads communal prayer (e.g. wake and cemetery services, ecumenical gatherings, etc.); assists in the preparation for and celebration of the Sacraments.
- Education: Contributes to the initial formation and ongoing development of various ministers and parish groups; collaborates with the Director of Faith Formation in assistance of their mission.
- Pastoral Services: Provides a significant personal presence at parish events and spends time with parishioners; participates in the pastoral care of the sick and those in crisis, equipping volunteers to assist in this area; provides information on spiritual leadership for individuals and groups in the parish; and assists the pastor in developing social consciousness in the parish community.
- Administration: Collaborates closely with the pastor and on occasion, representing him through regular communication with the parish community; collaborates with the Parish administration team and office in pastoral planning; administers and directs designated parish programs when needed; manages (with the pastor) the budget for Pastoral Ministry.

### **Minimum Qualifications**

- A Master of Divinity, Master's Degree in Theology or its equivalent. The degree will be assessed by the Diocese.
- Completion of the LEM certification course provided by the Institute for Pastoral Leadership, Secretariat for Leadership Development and Evangelization
- At least three (3) years of pastoral experience with demonstrated leadership skills, administrative ability, and community service commitment.

Qualified Candidates should address a cover letter to Rev. Joseph Mele, Pastor, and send it with a resume electronically to Jane Doerfler, Business Manager for Saint Jude Parish, at [jane@saintjudepgh.org](mailto:jane@saintjudepgh.org).