**SAINT EXAMPLE PARISH**

Job Description

**Position Title**: Pastoral Minister **Position Category**: Ministerial

**Position Status**: 1. Full Time 2. Salary 3. Benefit Eligible

**Immediate Supervisor**: Pastor **Department**: Liturgy

**General Introduction:**

The Bishop of Sioux Falls is the visible head and source of unity in the particular Church entrusted to his pastoral care (CCC 1594). In a unique and visible way, he makes Christ’s mission present and enduring while functioning in his role as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop trusts chosen collaborators (clerics, religious and lay people) to share in the apostolic mission and entrusts various responsibilities to them. Each employee helps to extend the ministry of the local Pastor in particular ways as outlined in this position description.

**Position Summary:**

To assist the pastor by providing leadership and administration of specific areas of parish life, to facilitate the empowerment of others in ministry and to help the community mature in Christian faith and practice.

**Essential Duties and Responsibilities:**

* Provides formation and ongoing support of parish leaders and ministry teams, guides recruitment of volunteers and leadership, and partners with the Pastor in all aspects of the Parish Pastoral Council
* Assists with overall spirituality and formation of adults, including counseling, spiritual direction, formation of prayer, small group leaders, an scripture study.
* Oversee day-to-day parish office and ministry, acting as primary staff person in absence of pastor.
* Prepares reports and monitors related program budgets
* Ensures quality workshop through coordinating liturgical planning, implementation, oversight of liturgical ministries and communicates with guest/regular presiders.

**Essential Qualifications:**

1. **Primary**:
	* Willingness and ability to effectively make known the Catholic Church’s teachings through the varied ministry activities expected of this position.
	* Willingness and ability to act as an outstanding personal witness to the Catholic faith and religion by living both one’s professional and personal life in accordance with the doctrines and moral teachings of the Roman Catholic Church, as embodied in the various documents of the Roman Catholic Church, including, without limitation, the Catechism of the Roman Catholic Church.
2. **Education:**
	* Bachelor’s Degree in Education, Theology, Religious/Pastoral Studies or Pastoral Administration
	* Certification as a Catechetical Leader
3. **Experience**:
	* 3 to 5 year of experience in parish ministerial leadership role
4. **Other Elements:**
	* Training in pastoral ministry, counseling

**Required Knowledge, Skills, and Abilities:**

* A working knowledge, familiarity and experience with the liturgy of the Catholic Church.
* An understanding and working knowledge of all desktop applications included in the Microsoft Office Suite and various web applications.
* Ability to work independently and in a team-oriented, collaborative environment to think strategically, multitask, and conform to shifting priorities, demands, and time lines.
* Proven communication skills, and ability to work effectively with a wide range of individuals while maintaining strict confidentiality.

# Job Conditions/Physical Demands:

# The following 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.

* Ability to push, pull, lift and carry items up to 30 pounds.
* Ability to sit, stand, bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists.
* Ability to work in an office setting as wells as various venues according to event or activity.
* Vision abilities required include close vision, depth perception and the ability to adjust focus.

# Work Environment:

# The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work with a large number of individuals, often requiring multitasking and working with deadlines and details to ensure all of the essential functions are performed in a timely and courteous manner.

**Acknowledgement:**

I understand that in accepting the terms of this job description I acknowledge that I am a person of faith, and possess the professional abilities and personal attributes necessary to carry out the Primary Essential Qualifications and perform the duties and responsibilities as listed.

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Employee Signature*