

Position: Coordinator, Pastoral Care (full or part-time non-exempt position)
Department: Administration
Location: Church Office
Reports To: Director of Administration/Chief of Staff

Job Overview

The coordinator assists the clergy, professional staff, and volunteers in caring for the spiritual and temporal needs of the parish community. The primary role is organizing parish pastoral response to various needs and deploying parish resources as appropriate.

The coordinator may also ensure the outreach programs of the parish are promoted and fulfilled.

As a representative of the church, the director is expected to fulfill their duties, responsibilities, and services to the best of his or her ability in accordance with Catholic doctrine and social teaching.

Responsibilities:

- Supports the pastoral team of clergy, staff, and volunteers to schedule visits and/or communion to nursing homes, assisted living and homebound
- Maintains relevant data on pastoral need and circumstances
- Evaluates requests for financial need/assistance
- Coordinates with, supports, and helps recruit volunteers for outreach ministries including, but not limited to food collection offerings, Food For Our Journey, Weekender Backpack program, Eucharistic Ministers to sick and homebound
- Serves as the staff partner and primary contact for homeless ministry, seniors' programs, and other outreach opportunities
- Coordinates prayer chain requests and communicates with clergy
- Networks with parishioners and others to identify people of need
- Provides support for funeral liturgy and lunches
- Keeps abreast of parish and diocesan initiatives for Outreach activity; builds relationships and collaborates/coordinates with Diocesan and non-parish-based agencies, religious communities, and local community organizations, including but not limited to Catholic Charities, Catholic Center of Concern, and other local charities.



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Qualifications/Knowledge/Skills Requirements

Training or experience in outreach ministry, chaplain services or social work helpful. Excellent communication skills, both written and oral. Proficient knowledge and skills in Microsoft Office software, internet-based applications, and computer equipment. Good organizational, multi-tasking abilities and problem-solving skills. Ability to respond to changing circumstances and priorities in a positive, focused manner and remain composed under stress.

The following are representative of the physical capabilities that must be met by an employee and the working conditions that any 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.
- While performing the duties of this job, employee is required to sit, stand, stoop, walk, talk, hear, reach, and perform repetitive motions of the fingers, hands, and wrists.
- Work is performed in an office setting, with periods of high stress.
- Employee is required to do extensive close computer work.
- May be called upon to perform work/attend meetings at times other than noted above, when necessary, which may require some travel.

I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Persons with disabilities may receive reasonable accommodations for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the position change, as determined by the Pastor.