

## **Pastoral Care Associate Job Description**

### **GENERAL DESCRIPTION**

The Pastoral Care Associate works in consultation with and under the supervision of the Priest-in-Charge (PIC) to provide pastoral care, leadership, and spiritual development and formation for the members of St. Paul and St. James.

### **RESPONSIBILITIES**

The principal duties and responsibilities of the Pastoral Care Associate include, but are not limited to, the responsibilities listed below. When circumstances warrant, additional duties may be assigned, and the listed duties may be modified in conversation with the supervisor.

#### ***Pastoral Care***

- Serve as a pastoral contact for the congregation.
- Provide pastoral care for the congregation, including members who are homebound and those in the hospital.
- Work with the Pastoral Care Team to arrange visits and share Holy Communion, placing special priority on those who are homebound or in the hospital.
- Train new members of the Pastoral Care Team and ensure they complete required ECCT trainings (Safe Church, etc.)
- Gather the Pastoral Care Team for reflection on their work and vocation as caregivers.
- Coordinate with the Program Assistant to update the weekly prayer list in the program.

#### ***Ministry to Seniors***

- Create opportunities for elder parishioners to gather in community, including helping them overcome barriers to gathering such as finances and transportation.
- Explore and implement strategies to keep senior parishioners connected to the life of the congregation, especially if they are unable to attend in-person worship services.
- Support senior parishioners as they navigate the various healthcare, governmental, and financial bureaucracies by connecting them with members of the community and non-profit organizations with the knowledge and skill to help them.

#### ***Leadership and Spiritual Development & Formation***

- Provide leadership and support to Ministry Teams and develops new teams and programs as needed.
- Assist the priest-in-charge in providing support and leadership to the Vestry.
- Work in partnership with the priest-in-charge to develop and lead activities, classes, and groups for all ages and stages of spiritual development and formation.
- Work in partnership with the priest-in-charge on develop and growth of the volunteer network of the parish, including nursery and children's ministry volunteers.
- Maintain the Spiritual & Pastoral Care account in accordance with standard accounting principles including giving a regular, monthly accounting of the account to the parish treasurer.

## ***Worship***

- Participate in the planning and leading of the sacramental life of the parish, this includes:
  - Wednesday Noonday Prayer
  - Sunday Morning Prayer (no more than once a month, as part of a team of Worship Leaders).
  - Other services include, but not limited to, funerals, weddings, and special services such as Blue Christmas.

## **SKILLS & EXPERIENCE**

### ***Required***

- Active Episcopalian
- Demonstrates a working knowledge of theology which can be translated into practical pastoral and liturgical situations.
- A welcoming disposition, and the ability to relate to all of God's children, while also being firm in managing expectations as it relates to support and pastoral care.
- The ability to maintain confidentiality at all times.
- Effective communication skills, both written and oral.
- Writing proficiency, including mastery of grammar and syntax.
- Organizational skills, including the ability to maintain calendars, coordinate people and projects, establish priorities, and meet deadlines.
- Proficiency with the following software or similar:
  - Microsoft Office and Zoom.
- The capacity to multitask, take direction, self-manage, and display initiative.
- The ability to work as part of a team.

### ***Preferred***

- MA in Theology, Pastoral Ministry or Religious Studies (or equivalency).
- Experience working in a church or other ministry setting.
- Supervisory experience.
- Spanish language proficiency.

## **SUPERVISION**

The Pastoral Care Associate reports to the Priest-in-Charge.

## **WORK ENVIRONMENT**

The parish adheres to all Diocesan requirements and practices pertaining to the maintenance of a safe and healthy working environment, including policies prohibiting the carrying of weapons, physical violence, abuse of vulnerable populations, sexual harassment, alcohol and illicit drug use on the premises, and smoking on the premises. All parish employees are required to undergo Diocesan-mandated criminal record and background checks, and to participate in safe church training and sexual harassment training.

The Pastoral Care Associate will be provided suitable office space and equipment, and is expected to be physically present in the office for scheduled meetings, including Tuesday morning staff meetings. They will participate in the broader life of the parish and are expected to be present to lead or assist in worship at least two Sundays per month.

**COMPENSATION & BENEFITS**

This is a half-time (20 hours per week) non-exempt position. Compensation is commensurate with education and experience. The hourly range for the position is \$25-30.