

# Holy Spirit Parish of Shields Job Description

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**TITLE:** Pastoral Minister **Date:** March 2024  
**SUPERVISOR:** Pastor  
**STATUS:** Full-Time, Salary, Exempt (*Based on 40 hours per week*)

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## **GENERAL DESCRIPTION**

The ministry of the Pastoral Minister relates to all aspects of parish life with designated responsibilities in Christian service, liturgy, faith formation, RCIA, administration, pastoral care, and social justice.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

### Ministry of Administration

- Collaborates closely with the pastor and with other members of the parish staff, and on occasion, represents the pastor.
- Collaborates in parish administration, assessment of needs, pastoral planning, decision making, implementation, financial management, building maintenance, etc.
- Administers/supervises designated parish programs and their staff.
- Acts as director of Liturgy Commission, Christian Service Commission, RCIA Team, Baptism Preparation, and assists in the formation of new ministries as needed.
- Attends all parish staff meetings.
- Interviews new parishioners.
- Participates in civic and ecumenical activities.

### Ministry of Spiritual Life and Worship

- Collaborates with other parish staff in preparation of parish sacramental celebrations.
- May lead communal prayer services, including vigils, final commendation and committal services, and ecumenical celebrations.
- Preaches when pastorally and canonically appropriate.
- Is a visible participant in Sunday masses, parish events, and programs.
- Trains and schedules Lay Ministers of Holy Communion.
- Trains lectors.
- Coordinates Art and Environment Committee.

### Ministry of Education

- Fosters the faith growth of all members of the parish.
- Contributes to the initial and ongoing formation of parish ministers and groups.
- Assists in the formation of the entire community in understanding the parish mission.
- Collaborates with parish staff in providing child, youth, and adult religious formation.
- RCIA leader with team approach.
- Coordinates Baptism Preparation and interviews families.
- Shares in the responsibility for the communication of Church teaching & Canon Law.

### Ministry of Pastoral Services

- Assists the pastor in fostering a sense of community within the parish in which all members feel a sense of belonging to each other, the parish, and the larger church.
- Participates in the pastoral care of those suffering from illness, grief, or family crises.

- Regularly visits those who are hospitalized and visits the homebound as needed.
- Coordinates parish food pantry and emergency outreach.
- Assists in developing social consciousness among the staff and parishioners, as well as responding to the needs of and advocating for the poor and victimized in the community and beyond.

## **QUALIFICATIONS AND SKILLS**

### **Knowledge**

- Has an in-depth grasp of Church teaching, as well as current biblical and pastoral theology.
- Is knowledgeable of:
  - Canon Law and Church history.
  - Stages of human and faith development.
  - The liturgical norms of the Church, including those of the Diocese.
  - Principles of organization, management, and team building.
  - Principles of communication and pastoral counseling, including referrals, boundaries, and applicable laws.
  - Principles of collaboration.
- Has a well-rounded education in the humanities, arts, and literature.
- Is informed about the diocesan administrative guidelines and policies.

### **Administrative Skills**

- Is able to make decisions and assume responsibility for delegated tasks.
- Can negotiate and manage conflict.
- Is able to communicate effectively, both orally and in writing.
- Is skilled in public relations.
- Is able to work with others in a collaborative style.

### **Pastoral Skills**

- Can recognize, address, and assist in shaping the parish vision.
- Recognizes and respects the cultural and ethnic diversity of the parish and diocese.
- Has good pastoral counseling and listening skills.
- Is able to preach effectively (when canonically and pastorally appropriate) and lead communal prayer.
- Is able to develop and administer programs to meet assessed needs.
- Recognizes the need to continually update him/herself through study, personal reading, and attending workshops in order to provide appropriate direction to the pastoral groups.
- Has an ability to integrate ministry with prayer and sacramental life.

## **ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports to Pastor
- Maintain professional work relationships with parish staff and volunteers
- Occasionally represents the Pastor
- Works closely with Parish Pastoral Council

## **QUALIFICATIONS & SKILLS**

**Education:** Have completed in-depth theological and religious studies; a master's degree or its equivalent being preferred, with a particular emphasis on the pastoral minister's area of interest and giftedness.

**Experience:** Have a variety of ministerial experience; 5 years pastoral ministry preferred.

**Interpersonal Skills:** Have an active faith life, be an active participant in the work of the Catholic Church and be able to partake in the full sacramental life of the church.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**WORKING CONDITIONS**

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability as needed.
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver’s License is required.
- Regular, reliable attendance is required.

**ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Must be an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**SIGNATURES**

- *Supervisor’s signature indicates assignment of duties, line of supervision*
- *Employee’s signature, after hire, indicates acceptance of duties and supervision*

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_