

## **Duties of the Pastoral Care & Parish Community Life Director 2011-2012**

### **Pastoral Care:**

- Receive requests for pastoral care services; determine appropriate care provider (ie. Pastor, self, Stephen Ministry, etc.); refer and follow-up/evaluate
- Provide some direct pastoral care to parishioners, either at the parish or visits to homebound, hospitalized, incarcerated parishioners (visit and share prayer)
- Provide some spiritual direction where requested, and make referrals for spiritual direction or retreats as appropriate
- Refer some pastoral needs for professional help, as appropriate
- Assess and communicate with pastor the need for sacramental ministry in care journeys (anointing of the sick, reconciliation, etc.)
- Coordinate parish role in funerals with both the family and the funeral home
- Attend funeral visitations and lead prayer
- Arrange para-liturgies in nursing homes
- Design and implement ministries which provide pastoral care to parishioners (ex. Divorce support, bereavement support, military support, etc.)
- Design and implement a marriage enrichment ministry
- Design and implement ministry for inactive/returning Catholics
- Facilitate increasingly meaningful and rich prayer for parish groups/meetings, sometimes planning/leading the prayer and more often assisting leaders to plan/lead prayer for their function.
- When necessary, lead Communion Services in the Absence of a Priest
- Affirm family life and support the parenting vocation, both in day-to-day/individual ministry and in formal ways in the parish
- Facilitate the Marriage Tribunal (Marriage Annulment) process where requested
- Provide adult retreat information to the parish (local retreat centers or parishes) and serve as staff liaison for adult retreat opportunities held in or by the parish
- Provide spiritual care and spiritual development for the staff of the parish

### **Parish Community Life:**

- Design and implement a welcoming ministry
- Serve as staff liaison to Parish Community Life ministries, ex. Parish Life Committee, St. Anne's Mom's Group, Clown Ministry, funeral lunches, soup suppers, Seder Meal, Coffee & Rolls, Christmas Pageant, Tenebrae, Advent by Candlelight, picnic/socials); provide direction to these ministries as needed
- Supervise ministries in position area, overseeing administrative aspects such as budget, expenditures, vision, etc.
- Facilitate awareness of vocations, including the Chalice for Vocations ministry
- Design and implement a nursery/childcare ministry during mass/es

### **Other:**

- Maintain the level of knowledge and skills required for the position by participating in professional/ministerial development and growth activities, both locally, diocesan, etc.
- Participate in and assist the pastor in providing parish planning and visioning; participate actively in the Pastoral Council
- Participate in staff meetings; collaborate with staff and other ministries where appropriate
- Continually evaluate and/or facilitate evaluation of effectiveness of the ministries in Pastoral Care and Parish Community Life; adjust ministry as appropriate