
POSITION DESCRIPTION

Position Title: Pastoral Care & Parish Life Director

Reports To: Pastor

Status: Full-time; exempt

Primary Function of the Position: The Pastoral Care & Parish Life Director, under the direction of the Pastor, provides and directs pastoral care for the parish, and provides leadership for building Parish Community Life.

Major Position Responsibilities:

- 1) Pastoral Care:
 - a. Provides pastoral services for individuals experiencing grief, illness, crisis, etc., making referrals as appropriate.
 - b. Directs pastoral care ministries in the parish, such as Stephen Ministry, homebound ministry, marriage enrichment, etc.
 - c. Provides and coordinates pastoral care with the Pastor in funerals and periodic anointing of the sick.
 - d. On an ongoing basis, monitors pastoral care ministry efforts to ensure pastoral care needs are being met effectively.
- 2) Parish Community Life:
 - a. Initiates and directs efforts for fostering welcoming and belonging to one another, the parish, and the larger Church.
 - b. Provides leadership and direction to the Parish Community Life Ministry.

Qualifications:

- Bachelor's degree preferred
- 3 years applicable ministry experience
- Practicing Roman Catholic
- Capabilities in small group leadership, one to one care, public speaking, organization and administration, interpersonal communication, ministry design/development/management; aptitude for working with groups (volunteers and parish organizations); collaborative spirit

Work Environment:

- Requires frequent evenings and weekends
- Other duties as required

Please send cover letter and resume to searchcommittee@hollyfamilycaledonia.org. Deadline for submission is June 4, 2011.