

ASSOCIATE, PASTORAL CARE & OUTREACH

ST. CECILIA CATHOLIC CHURCH

JOB SUMMARY: The Associate, Pastoral Care is responsible for pastoral care and outreach coordination, care for the sick coordination and supports, funeral and bereavement coordination and support, and senior citizen care and support, as well as, coordinating and communicating service opportunities for parishioners throughout the year. The Associate, Pastoral Care, is a ministerial position within the Archdiocese of Galveston-Houston, must be a practicing Catholic in good standing with the Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES Primary duties to include, but are not limited to:

- Plan, direct and implement Pastoral Care for individuals and families
- Identify, train and support teams to provide Home visits, Hospital visits and Nursing home visits & Masses
- Plan and implement Pastoral care activities and events
- Plan, direct and implement Funeral and Bereavement support
- Supervise intake, schedule and dissemination of Mass intentions
- Supervise tracking, order and manage altar flowers on an on-going basis
- Plan, direct and implement parish service opportunities in collaboration with the Lifelong Faith Formation team.
- Work collaboratively with other parish ministries (e.g. the school), to ensure an integrated approach to all pastoral efforts
- Develop a comprehensive calendar including all aspects of the Pastoral Care and coordinate with the parish's master calendar
- Support ongoing programs which fall under Pastoral Care; i.e. Prime Timers, Bereavement, & Gathering Place Ministries.
- Establish ongoing relationships with Parish and Archdiocesan staff, as well as other area adult ministries; participate actively in staff meetings and activities
- Develop and implement an intentional outreach effort directed toward families and adults in the parish.
- Recruit, train and support Pastoral Care volunteers and leaders in all pastoral care programs
- Prepare Pastoral Care budget and oversee expenditures within Finance Council guidelines
- Serve as point of contact and resource for all parish programs in the areas that touch on Pastoral Ministry
- Liaison to the SVdP, Gabriel Project and other pastoral efforts of the parish.
- Manage and support ongoing outreach programs, i.e. Food Cart, Parish Service Days, Meal in a Bag, etc.

QUALIFICATIONS

High School Diploma or equivalent education

Three to five years' experience in parish ministry

At least five years' leadership/management experience required; preferably in parish ministry, or pastoral care

Understanding of ministry and implementation within the Catholic Church.

Or any combination of education and experience which would provide an equivalent background

Apply by:

- Send a cover letter and resume to karenann@saintcecilia.org by September 29, 2023