

# Associate, Pastoral and Family Care

## St. Cecilia Catholic Church

**JOB SUMMARY:** The Associate, Pastoral, and Family Care is responsible for pastoral care, outreach, and family support. This includes managing volunteer teams for care of the sick, funerals, and bereavement team coordination, as well as managing the baptism & marriage preparation and hosting teams. The Associate, Pastoral and Family Care, a ministerial position within the Archdiocese of Galveston-Houston, must be a practicing Catholic in good standing with the Church. **ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to:

- Recruit, train, and support Pastoral Care and Family Life volunteers and leaders in all programs.
- Provide support with ministry budgeting, scheduling, and guidance for the Ministry/Staff Connections. (i.e. SOS, Divorce Ministry, MAM, St Vincent de Paul, Movimiento Familiar Cristiano, Divorce Support, Respect Life)
- Plan, direct, and implement Pastoral Care for individuals and families upon notice or request.
  - Manage the request for emergency anointings or communion.
  - Manage pastoral care requests from our website.
  - Manage the [emergency@saintcecilia.org](mailto:emergency@saintcecilia.org) requests.
- Identify and provide training and support teams that provide communion for home visits, hospital visits, and nursing home masses. (Schedule priests and volunteers who assist monthly with 3 nursing home masses.)
- Plan, direct, and implement funeral and bereavement support with the assistance of the volunteer funeral and bereavement teams.
- Manage ordering, donations & distribution of Christmas poinsettias and Easter lilies for the homebound.
- Plan, direct, and implement parish service opportunities for Advent, Lent, and other appropriate occasions.
- Work collaboratively with the school to ensure an integrated approach to catechetical efforts for the Anointing Mass and reception in collaboration with the 7th-grade teachers, campus ministry, and parents.
- Assist in preparing budgets for Pastoral Care & Family Life programming and oversee expenditures within Finance Council guidelines
- Manage and oversee teams to support programs such as Baptism, Marriage Preparation, and NFP in English and Spanish.
  - Manage the marriage preparation process in coordination with the Priests and Deacons, inclusive of tracking a couple's progression through the process and Sponsor Couple training and assignments; inventory assignment and processing;
  - Manage the baptism preparation and scheduling process for group and individual baptisms.
- Provide curriculum for all programs in accordance with Archdiocesan Guidelines
- Establish ongoing relationships with Parish and Archdiocesan staff and other ministry leaders, as needed.

Submit all resume's to Karen Ann Martin, Director of Lifelong Faith Formation  
at [karenann@saintcecilia.org](mailto:karenann@saintcecilia.org) by May 10, 2024.