



Saint Mary Catholic Community

Job Title: Director of Pastoral Care
Department: Parish Ministry Programs
Reports To: Pastor
FLSA Status: Ministerial Position

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Approved By: Fr. Timothy Moriarty
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Position Summary: The Pastoral Care Director serves the parish by overseeing and coordinating ministries that provide spiritual, emotional, and physical care to individuals and families. Rooted in Catholic teachings and the mission of the Church, the Director ensures that all programs reflect compassion, mercy, and the dignity of every person. This role works collaboratively with clergy, staff, and volunteers to foster a community of support and service.

Key Responsibilities:

Pastoral Care Programs

- Coordinate and oversee ministries that provide pastoral care, including but not limited to:
 - Visiting the sick, homebound, and those in hospitals or care facilities;
 - Scheduling Mass and/or Word & Communion services at care centers;
 - Organizing Eucharistic Ministers to bring Communion to the homebound;
 - Bereavement and grief support;
 - Outreach to those experiencing crisis or life transitions;
 - Funeral and Vigil Services;
 - Bi-weekly bulletin inserts/information;
 - Masses of Remembrance and Hope (once a year);
 - Anointing Masses (twice a year);
 - Hospitality Weekends (usually the first weekend of the month);
 - Other parish receptions;
 - Oversight of the Social Center kitchen;
 - Thanksgiving Basket Auction and basket production;
 - Advent Giving Tree support;
 - Prayer Shawl ministry;
 - Family Promise contact.
- Develop and implement new pastoral care initiatives in response to parish needs.

Volunteer Training and Support

- Recruit, train, and mentor volunteers to assist in pastoral care ministries.

- Provide ongoing formation opportunities for volunteers to deepen their understanding of Catholic teachings on pastoral care and compassion.
- Ensure all volunteers comply with diocesan and parish *Virtus* safe environment policies.

Community Collaboration

- Serve as a resource for individuals seeking support, referring them to appropriate parish or community services when necessary.
- Work with local organizations and charities to provide additional resources for parishioners in need.

Administration and Communication

- Maintain records of pastoral visits, outreach efforts, and care ministry activities while respecting confidentiality.
- Collaborate with the pastor and parish staff to integrate pastoral care efforts into the broader mission of the parish.
- Promote awareness of pastoral care ministries through parish bulletins, social media, and other communication channels.
- Oversight of Social Center Kitchen which includes conducting inventory and ensuring that all supplies are stocked.
- Coordinating volunteers for funeral meals and parish meals.
- Monitor all staff and volunteers of the parish for *Virtus* Safe-Environment Program. Ensure that all are in compliance with diocesan requirements.

Competencies:

Spiritual and Personal

A practicing Catholic in good standing, committed to the teachings of the Catholic Church. Demonstrates a deep understanding of Catholic theology, especially in areas related to pastoral care, sacraments, and the dignity of the human person. A person of prayer with an authentic relationship with God. A current member of Saint Mary Catholic Community or willingness to become a member.

Better Health

Develops self and others by continually improving health through all aspects of physical and mental well-being.

Service

Committed to excellent parishioner service. Is attentive to detail and accuracy and looks for improvements continuously. Monitors quality levels, finds root cause of quality problems, and owns/acts on quality problems.

Collaboration

Works well with others and displays team-oriented behaviors in all interactions. Actively works to create a win-win environment, and treats parishioners and visitors with respect.

Innovation

Generates new ideas and challenges the status quo. Supports change, solves problems creatively, and encourages creativity in others.

Caring

Demonstrates concern for others. Shows respect for our parishioners, coworkers, and business partners.

Integrity

Deals with others in a straightforward and honest manner. Is accountable for actions; maintains confidentiality, and behaves in a manner consistent with the diocesan Code of Business Ethics and Conduct.

Adaptability/Flexibility

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.

Communication

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, and has good listening skills.

Job Knowledge

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands diocesan mission/values, keeps job knowledge current, is in command of critical issues.

Problem Solving/Analysis

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, and understands the difference between critical details and unimportant facts.

Productivity

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, and handles information flow.

Teamwork

Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum Requirements:

- Bachelor's degree, or equivalent education/experience in Theology, Pastoral Ministry, Social Work, Nursing or a related field.
- Previous experience in pastoral care, chaplaincy or a related ministry is highly desirable.
- Two years of experience recruiting, managing and directing volunteers and/or staff.
- Thorough working knowledge of Microsoft Office Suite.
- Demonstrated ability to learn and successfully use a variety of computer software products, office equipment, and office technology products.
- Demonstrated ability to communicate and work effectively with the public, colleagues, parishioners, and agencies.
- Successful completion of *Protecting God's Children* Training and monthly VIRTUS training.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work hours are flexible, including evenings and weekends, to meet the needs of parishioners. Must have reliable transportation for home visits and ministry-related travel.

This position functions in an office environment with a controlled atmosphere building. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: _____ Date: _____