



Saint Mary Catholic Community

Job Title: Director of Pastoral Care, Parish Life

Department: Parish Ministry Programs

Reports To: Pastor

FLSA Status: Exempt (Salaried)

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Approved By: Fr. Timothy Moriarty

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Purpose: The person employed to fill this position is a person of Christian faith, solidly grounded in the Roman Catholic Tradition, who desires pastoral ministry especially as it related to all levels of adult enrichment and parish life. The following qualities are important in filling this position:

1. Must be a person of the Roman Catholic faith, constantly developing in relationship with God through prayer and study and full participation in the life of the parish community.
2. Have a life style commitment to ministry and witness to authentic Christian values.
3. Must have a commitment to a collaborative form of Catholic ministry and able, therefore, to work with, and as a member of the pastoral staff.
4. Skillsets not required, but helpful: Theology, Medical, Grief/Bereavement Certification, Social Work.

Essential Duties & Responsibilities:

Director of Pastoral Care

- Recruits and trains volunteers for hospital, homebound and care center ministry;
- Meets quarterly with administrative staff at care centers;
- Communicates with a core team of pastoral care volunteers monthly to update record of residents in centers;
- Prepares and keeps all reports on hospital, homebound and care center activities and schedules;
- Fill in as a substitute minister for homebound, care centers and hospital when regular minister is unavailable. This includes weekends and holidays.
- Prepares a schedule for Mass at various centers and communicates any changes in schedule with appropriate personnel;
- Reviews all pastoral care Ministers records to make sure they are in compliance with *Virtus* and Catholic Mutual requirements;
- Provides Word & Communion Service at care centers;
- Cards and phone calls to all homebound on a regular basis;
- Work with local home health agencies as needed;

Administrator for parish Virtus Safe-Environment Program

- Monitor and update staff and all volunteers in *Virtus* program with the Diocese. Keep compliance reports and notify diocesan Virtus office of any changes.

- Send reminder letters/emails if behind in bulletin articles;
- ALL trainings can be done online unless a particular reason one needs in person. (On occasion, Good Samaritan will send someone for training.)
- Facilitate trainings for all volunteers;
- **Required training with Catholic Mutual Contact with Catholic Mutual for compliance**
 - Monitors all who have completed Safe Driving requirement;
 - Specific training required: Driving Administrator, Parish Festival Curriculum,
 - Driving Administrator Curriculum, Work Place Safety, First Aid

Funeral and Vigil Services

- Pre-planning of vigil and/or funeral requests from individuals when requested;
- Contact with the family prior to the passing of the individual;
- Meet with family and Music Director to select readings, music, etc. for the vigil and/or funeral;
- Confirm date(s) of vigil and/or funeral and meet with Pastor to review family's requests;
- Assist with any set-up prior to vigil and/or funeral;
- Assist with planning of receptions following funeral;
- Contact parish Funeral luncheon coordinators and food callers to prepare for funeral receptions;
- Purchasing or ordering food if necessary;
- Assisting with set-up, serving, clean-up of receptions as needed;
- Record keeping of all vigil and/or funeral receptions (binder in front office);
- Monitoring budget for funeral luncheons – may include a different menu (especially for funerals during Lent);
- Coordinating with Funeral Directors for any items they may need – i.e., tables, cloths, etc.;
- Notify Funeral Director who Cantor and Musician for vigil and/or funerals are for stipend reimbursement;
- Sending Sympathy card from Saint Mary Catholic Community and Mass Intention cards;
- Follow up two weeks after funeral and then every one-two months with the family, as needed;

Bereavement & Grief Support Group

- Contacting bereaved family two weeks following funeral with initial letter and packet notifying them of the “Monthly Messages” that will be coming in the mail to them;
- Making personal calls and sending letters, cards, visiting at their home, etc. up to and including the first year anniversary of death;
- Facilitating bereavement/grief sessions, both for groups (as needed) and individuals. Sessions are from 5-7 weeks and are offered 4-5 times per year or as needed. Most sessions are run in the afternoon with some evening sessions. Available to meet one on one if the circumstances are warranted (a grief counselor is currently leading group discussions).
- Compiling material for all sessions as needed. Some sessions are planned with material on hand and some sessions are actually put together for that particular group or individual ;
- Providing materials as needed for Grief Group;
- Expanding one's knowledge and review of new programs that are available to best meet the needs of those who attend;

- Design brochures and contact other parishes for bulletin insert;
- On occasion making visits to the cemetery with a family member;
- Being available after hours for families or contact for hospital, especially when Fr. is unavailable.

Bi-Weekly Bulletin

- Prepare bi-weekly bulletin page; may include a reflection or other pertinent information relating to pastoral care or other topics;
- Submit articles that other parish groups may request.

Masses of Remembrance and Hope (once per year)

- Collaborate with Liturgist, Office Coordinator and Priest on invitation letter to be sent out to bereaved family members;
- Make arrangements for follow-up calls and remind families to bring in pictures of deceased relatives for the kiosk;
- Coordinate menu for the reception, who will be available to set-up, serve, and clean-up;
- Make calls to have food brought in, if needed; and do any shopping;
- Make arrangements for transportation for those who otherwise would be unable to attend;
- Put pictures on kiosk and return originals to the family member(s);
- Welcome and sign family members in for Mass.

Anointing Mass (twice per year, spring and fall)

- Assist in choosing dates and set budget for reception;
- Recruit volunteers to help welcome participants;
- Plan menu and recruit help with meal preparation;
- Shop for groceries;
- Set-up: centerpieces, tablecloths, etc.;
- Assist with clean-up;
- Notify those parishioners who could benefit from the anointing.

Hospitality Weekend (usually the first weekend of every month)

- Work with designated parish volunteers re: scheduling on parish calendar; advise maintenance of needs;
- Assist with recruitment for servers;
- Purchase or make cookies if needed;
- Check supplies in social center – cups, lemonade, coffee, etc.;
- Set-up if necessary;
- Assist with clean-up if necessary;

Other Parish Receptions

- Includes planning, recruiting, set up and clean-up for receptions such as First Communion Sunday, Mass of Anointing luncheon, Easter Vigil, Day of Reflection, Soup & Bread during Lent,

any speakers between Masses.

Oversight of Social Center Kitchen

- Inventory kitchen supplies weekly, or after major events to stock cups, plates, plastic ware, etc.;
- Order potatoes, creamer and butter as needed;
- Inform maintenance coordinator of need for trash bags, general maintenance needs, or when recycling needs to be collected;
- Contact individuals to launder towels and tablecloths; if no one is available, launder towels and tablecloths.

Thanksgiving Basket Auction (Oct)

- Decide on date of auction in October;
- Create inventory of items on hand;
- Obtain additional items from businesses around Helena;
- Purchase items, if needed;
- Send letter to businesses requesting monetary donations;
- Coordinate putting baskets together;
- Set-up for auction: normally takes most of a day to display items in the gathering space;
- Prepare bid sheets (we use 32 Auctions for online).

Thanksgiving Baskets (Sept – Nov)

- Meet with parish volunteer Committee members and Food Share representative to beginning planning;
- Choose dates for bringing in food; store food that previously came in;
- Recruit volunteers to assist with bringing in food, basket assembly and distribution;
- Be present at all work sessions;
- Put information in the bulletins at all parishes;
- Contact Butte Produce for potato order (2023- 20-50# bags);

Advent Giving Tree Program (Nov – Dec)

- Main contact for Advent Giving Tree Program Coordinator);
- Work with Knights of Columbus in securing coats);
- Handle interviewing all Adopt-A-Family requests (confidential);
- Be prepared for any last minute gift requests – contact Good Samaritan, United Way for any additional help. Catholic Social Services will assist with infant/children items, if needed;
- **Duties of Giving Tree Coordinator**
- Collaborate with agencies' staff, as personnel can change from year to year;
- Apply for grants;
- Send request letters out in November to agencies and speak with all agency representatives;
- Post all data on agency requests in computer (approx 450-500 gifts requested);
- Recruit volunteers to prepare tags and place labels on tags;

- Place tags on Giving tree for First Sunday of Advent;
- Record and keep all records of agencies, contacts and gift suggestions;
- Sort gifts into agency piles;
- Make list of tags not filled; go shopping, wrap gifts and distribute or contact agencies;
- Conduct follow-up with agencies;
- Begin collecting items for the following year;

Prayer Shawl Ministry (includes fidget quilts, baptismal bibs)

- Oversee a group of 12 - 14 ladies who create shawls, lap robes and small blankets, bibs, and fidget quilts; (Call designated parishioners for bibs)
- Keep all records of who makes items, and who receives items;
- Present shawls, robes, blankets to those who should receive one;
- Prepare prayers and blessings and new patterns;
- Recruit new members;
- Work with care centers and families to see who would benefit/need a shawl, receive one.

Family Promise

- Staff liaison for the coordinators and Family Promise Director;
- Submit schedule ;
- Emergency Contact (includes after hours);
- Provide *Virtus*/Safe Environment Training to parish volunteers;
- Attend Family Promise meetings as needed at the parish.

Competencies:

Prayer: Active and regular prayer routine.

Sacramental Life: Be a practicing Roman Catholic through active participation in the sacramental life of the Church.

Better Health

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

Service

Committed to customer service excellence. 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 customers, 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, 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, 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.
- 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.

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: _____