

Position Title: Pastoral Associate
Supervisor's Title: Pastoral Leader
Date authored: August 20, 2025
Status: Exempt
Rank: Flexible 40 hours

Position Focus:

The primary focus of the Pastoral Associate is sharing in the pastoral ministry of Prince of Peace Catholic Community in consort with the Pastoral Leader and is responsible for the personal ministry of the members for the development of a family-centered parish. The position also involves working closely with the Pastoral Council and serve as a liaison to the Worship and Discipleship Committees. The employee must function independently, have flexibility, personal integrity and the ability to work effectively with the community, clergy, staff and support committees. Must be able to relate and work with the ill, disabled, elderly, emotionally upset and people who are grieving.

Knowledge, Skills & Ministries:

K: Knowledge

- Master's Degree in Theology or Religious Studies equivalency is mandatory.
- Practicing Catholic in good standing.
- An understanding of Church structure including knowledge of religion, and loyalty to the parish, are essential ingredients in relationship with the Pastoral Leader, staff and members of POP.
- Demonstrates a working knowledge of theology which can be translated into practical pastoral and liturgical situations.
- Working knowledge and implementation of Diocesan and POP policies as they apply to the members and staff.

S: Skills

- Ability to implement consistency in boundaries (personal and business).
- Exceptional time management focused on specific duties and "emergency" situations.
- Extensive experience in conflict resolution and team building.
- Training, group motivation skills and problem-solving techniques required.
- Excellent written and verbal communication skills with intergenerational emphasis.
- Working knowledge of Microsoft office suite and various methods of social media.
- Creative thinking (how to meet POP member needs) in the approach to the family ministry.
- Strong listening skills (keeping clarity between compassion and sympathy).
- Utilize POP activities to enhance visibility.

- Ability to maintain strict confidentiality.
- Development and implementation of working budget is paramount.

M: Ministries

- Ministry in time of Illness -
 - Collaborate with pastor and deacons; act as a point person for hospitals, hospice and nursing homes; Coordinate pastoral visits; Arrange for anointings and other sacramental needs; Make pastoral visits and follow-up with calls; Support patient and family; and assist in the anointing Mass (each October).
- Ministry in times of death –
 - Support family members; Collaborate with Pastor and staff; Act as a parish liaison with the funeral home; Assist family in planning funeral liturgy, making an effort to accommodate the wishes of the family; Obtain all information needed for Mass plan, records information and anecdotes for the pastors to use in the funeral homily; Communicate information with the Pastor and all necessary staff members; Preside at the Vigil for the Deceased and Committal (when requested); Coordinate funeral ministries (communicating with music, funeral dinners, servers, deacon(s), Eucharistic ministers, military honors volunteers; Assist in preparing the Gathering Space the day of the funeral; Walk through the liturgy (with participants) prior to the funeral; and, Attend funeral and be prepared to trouble-shoot issues.
- Ministry during bereavement –
 - Create an “open door” for families, giving them the opportunity to talk about their grief; Coordinate and facilitate the “Seeking Peace Through Loss” support group; Work collaboratively with the staff to schedule pertinent dates; Follow up with phone calls on important dates and holidays; Send invitations to families; Promote events on the website in the bulletin and in announcements with the Diocese and funeral homes; and, Order necessary materials (i.e. candles) and make copies of all handouts.
 - Facilitate the five-week support group (Grieving with Great Hope)
 - Follow-up monthly bereavement meetings and coordinate speakers and topics. (Example: “Coffee & Connect 2nd Thursday of the month; “Social Bee’s” meeting, 1st Wednesday of the month to socialize and share memories with card games; “Dinner Out” the 3rd Friday of the month at various restaurants at 4:30 P.M. to encourage the development of bereavement “friends”).
 - Direct and ensure cycle of sending bereavement cards.
 - All Souls’ Memorial Service in November: Work with the Deacon/Pastoral Leader the staff and volunteers to plan this annual event; Send out invitations; Order

candles and necessary supplies; Coordinate with hospitality volunteers; set-up and participate in All Souls Day event.

- Ministry to Assisted Living/Nursing Homes/Hospital(s) –
 - Work collaboratively with Pastor and Deacon to ascertain the needs of parish members; Act as a point person between the parish, members and their families; Make appropriate pastoral referrals; Make visitations regularly, bringing Communion to those who can't attend Mass; Coordinate listing of volunteers every three month for the Liturgy of the Word prayers services.
 - Direct the scheduling for volunteers for the Rosary at Century Ridge.
- Minister to the Homebound –
 - Schedule and train volunteers to visit the homebound on a regular basis.
 - Conduct follow-up training quarterly. (I.E. Speakers and service procedures.)
- Adult Catechesis Ministries –
 - Order of Christian Initiation of Adults (OCIA): Work with individuals and their sponsors through periods of Rites as they grow in a better understanding of their faith as they walk this journey to welcome God into their lives; Set up schedule of sessions that works for both Catechumens and Candidates as well as the Catechist and mentors; Work with staff on calendar and Rites.
 - Adult Confirmation: Set up schedule of sessions that works for both Confirmation Candidates as well as the sponsors and mentors to follow the diocesan mandates; Coordinate calendar with staff; and, Inform candidates of the fall and spring Confirmation dates as set by the Diocese at the Cathedral.