

ST. GEORGE PARISH PART TIME PASTORAL MINISTER ROLE DESCRIPTION

Pastoral Ministers give public witness to Christ our risen Lord, and respond to the call of service. This call from Christ is affirmed by the Church and manifested within a particular parish community. Within that community, a Pastoral Minister will be engaged in a variety of ways depending on their gifts, capabilities and the needs of the community.

The duties of the part time Pastoral Minister will be varied depending on the gifts of the candidate who is hired in consultation with the Pastor and the other members of the pastoral team.

This part time Pastoral Minister position will involve 19 hours of work per week. Compensation will be in accordance to diocesan guidelines and coordinated with the successful candidate.

Reports to: Pastor

General Responsibilities

- Coordinating and supporting parish volunteers in various ministries that will be assigned to the successful candidate. The particular ministries will be assigned through consultation with the pastor and the pastoral team.
- Attend weekend liturgies to connect with parishioners, volunteers and to assist where needed.
- Attend regular staff meetings for pastoral planning.
- Facilitate, coordinate and lead various meetings with volunteer ministers in particular ministries to support them.
- Other duties assigned by the pastor when needed.

Qualifications

- Formal education in the Catholic Faith. Minimal requirements would include a Certificate in Pastoral Ministry or a program deemed by the Diocese as equivalent. More advanced education would include M.Div., MTS, BA or MA in Religious Studies, Theology or Pastoral Ministry.
- Active, practicing Catholic - letter of recommendation from Pastor is required.
- Friendly personality – enjoys working with people of all ages and backgrounds.
- Dedication and commitment is a must.
- Leadership qualities - ability to motivate and enable others.
- Organizational skills - ability to implement a plan of action in an organized manner.
- Teaching skills - ability to instruct groups. Knowledge of principles of adult education would be an asset.
- Communication skills - ability to communicate effectively in writing and orally.

- Skills in volunteer recruitment, training and support (in accordance with diocesan “Called, Gifted and Sent” guidelines for volunteer management).
- Computer skills and an understanding of social media/website would be an asset.
- Experience in various parish programs or ministries as a volunteer.

Accountability

- Accountable to the Pastor in the exercise of his/her gifts on behalf of the parish community.
- To the Diocese of London in accordance with its established policies and procedures.
- *Upon successful hiring, the candidate will provide a current Police Record Check, and will agree to psychological testing with regards to suitability for ministry, as required by the diocese.*

Parish Responsibilities

- The provision of salary and benefits as stated in the *Personnel Policy Manual (2006)*, in accordance to the annual diocesan salary guidelines for Lay Ecclesial Ministers.
- Assistance with the cost of an annual retreat and training and professional development as specified in the *Personnel Policy Manual*, including mileage reimbursement (when applicable) for parish related travel.
- The provision of office space, supplies and administrative support.
- The provision for program funding, volunteer training support and resources as needed.

Because a Pastoral Minister’s responsibilities sometimes involves work during weekends, evenings, or more hours per week during some seasons than others, the Pastoral Minister’s role description will be carried out on a flexible time schedule agreed upon by the Pastor and the Lay Ecclesial Minister. These terms will be incorporated into the role description or appended to the role description, and attached to the six month probationary agreement.

PLEASE SEND YOUR APPLICATIONS TO:

Hiring Committee – Pastoral Minister
 St. George Parish
 1164 Commissioners Rd. W.
 London, Ontario N6K 1C7 or e-mail to Fr. John Jasica – jjasica@dol.ca

Please include:

- A cover letter explaining your call to this ministry
- An up to date resume
- A letter from your pastor
- 3 references

THE APPLICATION DEADLINE IS FRIDAY JUNE 8, 2018