Pastoral Associate (FT)
Archdiocese of Boston 5 reviews - Boston, MA
St. John Chrysostom in West Roxbury is seeking a Pastoral Associate. The Pastoral Associate will assist the pastor/administrator with the overall care of the parish or collaborative. The ministry of the Pastoral Associate is comprehensive, relating to various aspects of the Parish Life as designated by the administrator /Pastor and always represents his vision in leading the parish. ie: Liturgy, faith formation and development, administration, pastoral care to the sick and homebound, and social outreach. Hours are Sunday thru Tuesday, Friday and Saturday.

Responsibilities:

- Meets regularly with the administrator/pastor, pastoral council and members of the staff
- Acts as coordinator for some of the parish ministries
- Leads Communal prayer when needed and liturgically appropriate
- Serves as a significant presence at primary parish gatherings, such as Sunday Liturgies and social functions
- Participates in regular staff meetings and is present for the parish council
- Works with the business manager in making a designated budget for programs

The hours he/she works is Sunday, Monday, Tuesday, Friday, Saturday; hours can change based on the day or the programs.

Qualifications:

- Master’s degree in pastoral or theological studies, in divinity, or its equivalent, from an accredited Catholic institution.
- Must be registered and certified by the Archdiocese or be willing to become certified within first year of being hired.
- Have good communication and interpersonal skills, both with individual and groups, computer skills, and have a professional presence.

Please send resume and cover letter to Fr. John Carroll at: fr.john.carroll@stjohnchrysostom02132.org