Pastoral Associate
St. Michael Parish
North Andover, MA

Job Purpose:

The Pastoral Associate is a non-ordained professional lay ecclesial minister who shares with the Pastoral Team the overall care of the Pastoral Collaborative. The ministry of the Pastoral Associate is comprehensive, relating to various aspects of Parish Life as designated by the Pastor and Director of Pastoral Ministries, e.g. liturgy, faith formation and development, pastoral care, and social outreach. The Pastoral Associate is first and foremost a person of faith, committed to Jesus Christ and His Church. He or she values responsible management of resources, and helps the Church fulfill its mission and purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

New Evangelization

- Supports the New Evangelization by maintaining a strong personal witness through a vibrant individual and communal prayer life, participating regularly in the sacraments and attending an annual retreat.

Pastoral Ministries

- Collaborates with the Pastor, the Director of Pastoral Ministries, clergy and with other members of the Parish staff in the overall pastoral ministry of the Parish, including the implementation of the Disciples in Mission Pastoral Plan.
- Acts as Director or Coordinator of one or more of the Parish ministries or programs as agreed upon by mutual negotiation.
- Welcomes and engages new parishioners, integrating them into the life of the parish.
- Assists or provides pastoral care to persons in need.
- Performs other tasks to be determined and agreed upon with Pastor and Director of Pastoral Ministries.
- Participates in the recruitment, training, and formation of volunteers.
- Is a significant presence at primary Parish gatherings, such as weekend liturgies and social events.
- Leads communal prayer when needed and liturgically appropriate.
- Participates in regular staff meetings.
- Participates in archdiocesan and regional programs
Human Resources

- Reports to the Director of Pastoral Ministries.
- Ensures that all volunteers of ministries under his/her direction/coordination are aware of and in compliance with the Archdiocesan Policy for Protecting God’s Children, CORI, and Code of Conduct.
- Three letters of recommendation required, including one from current pastor.

QUALIFICATIONS:

- Bachelor’s degree in pastoral or theological studies required, Master’s degree preferred, both from an accredited Catholic institution.
- Preference to 1 year in related parish or pastoral ministry, but open to entry level candidates.
- Must be a practicing Catholic in good standing with a love of the Catholic faith and a desire to contribute to the mission of the Church.
- Willing to become certified as a Pastoral Associate, certified by the Archdiocese of Boston.
- Familiarity with the New Evangelization, evangelizing strategies, programs and technologies.
- Strong written and verbal communication skills, including effective presentation skills.
- Good management, leadership, collaborative and group process skills.
- Solidly competent with MS Office
- Strong service orientation.
- Commitment to personal spiritual growth and being mentored.
- Needs to be highly organized, able to multi-task, and remain flexible in order to adjust to varying demands, personalities, scheduling and workload.

PHYSICAL PERFORMANCE ELEMENTS:

- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit up for up to 8 hours/day.
- Ability to lift up to 20 pounds.