



**Job Title:** Pastoral Minister  
**Department:** Pastoral Ministry / Parish Office  
**Reports To:** Pastor or his representative  
**Hours:** Full-Time, including some evenings and weekends

**Position Overview:**

To assist the pastor in providing leadership, teambuilding, communication, and pastoral administration in specific areas of parish life, all with a purpose of effective pastoral accompaniment that leads to full conversion among an ever-increasing number of people.

**Pastoral Duties**

- **Small Groups:** Build and maintain the leadership for an ever-growing parish small group ministry.
- **Healing Ministry:** Build and maintain teams for prayer support and for healing ministry.
- **Hispanic Ministry:** Build and maintain Hispanic leadership that allows for the growth of Hispanic outreach, evangelization, discipleship, and prayer (see details below).
- **Pastoral Council:** Be a resource to those leading the parish pastoral council and (if needed) remind / assist them in carrying out their duties.
- **Hispanic Committee:** Establish and maintain a bi-monthly Hispanic Committee (which will report to the Pastoral Council); be present at those meetings as the staff liaison and/or committee chair.
- **Receptionists:** Offer training and ongoing coaching to receptionists so that they can be an effective pastoral and evangelizing presence to callers and walk-ins.
- **Communication:** Direct and collaborate with the part-time Communication Director to ensure consistent, prioritized, and effective messaging across all platforms.

**Direct Reports:**

- Part-Time Bilingual Office Assistant (should meet weekly)
- Communication Coordinator (new part-time position in 2020)
- Small Group Leadership Team
- Healing Ministry Team
- Prayer Ministry Team
- Receptionists (and/or Lead Receptionist in due time)

**Other Regular Meetings / Collaboration:**

- Standing weekly meeting with Pastor (Direct Report)
- Standing weekly staff check-in
- Meet at least monthly with Secretary of St. Raymond
- Meet at least monthly with Business Manager

- Meet at least monthly with Director of Evangelization and Faith Formation
- Meet at least monthly with Grand Knight or delegate from the St. Mary's Knights of Columbus Council.
- Meet at least monthly with a representative from the St. Mary's Parish Council of Catholic Women.

**Spanish-language Duties:**

- Be available for approximately one-half of the Spanish-language office hours on Sunday afternoons (Noon-3pm) – at least 20 Sundays per year – or make arrangements for other staff/volunteers to do so.
- Either personally or through teambuilding ensure timely response to Spanish-language phone calls, voicemails, e-mails, and walk-ins to the parish
- Either personally or through teambuilding ensure that important communications or announcements get translated into Spanish and ensure that they get communicated effectively
- Facilitate the parish's response to all the routine Spanish-language requests: baptismal preparation, marriage preparation, 3-year-old blessings, 15-year-old blessings, rental of the parish hall, requests for letters assisting immigration, requests for baptism or marriage certificates, etc.
- Help the parish ensure that Spanish-speaking volunteers are in compliance with the Safe Environment procedures of the Diocese of La Crosse
- Employee may perform other duties as assigned to meet the ongoing needs of the organization

**Other Duties:**

- Employee may perform other duties as assigned to meet the ongoing needs of the organization

**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.

- Commitment to personal healing, mutual respect, and vulnerable trust of other team members
- Skill at evangelization and pastoral accompaniment
- Skill at leading others, delegating, and building teams
- Fluency in both Spanish and English preferred (Must be fluent in English)
- Proficiency with technology, including Microsoft Office Suite, preferred.
- High level of integrity, diplomacy, and initiative
- Ability to organize, prioritize, manage multiple priorities, and work with minimal supervision
- Ability to lift and carry twenty-pound parcels and/or boxes
- Ability to go up and down stairs
- Excellent communication and collaboration skills
- Professional confidentiality and discretion regarding all financial and personal information
- Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, filing and record-keeping, designing forms, and other office procedures and terminology (or willingness and ability to learn these items)

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(Pastor's Signature)

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(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)