

MINISTRY POSTION DESCRIPTION

Name of Group / Ministry	Pastoral Assistant
Accountability	Pastor
Purpose of Ministry	To collaborate with the pastor in areas of pastoral work not requiring an ordained priest
Participant Group	Parishioners
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Preparation of candidates and their families for reception of sacraments. ▪ Inviting volunteers for roles in lay ministry ▪ Pastoral presence in schools ▪ Baptismal and marriage preparations ▪ RCIA & RCIC Team ▪ Visiting homes and hospitals ▪ Plan and conduct adult education programs ▪ Liturgy preparation
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Practising Roman Catholic with a knowledge of church and faith life ▪ Organizational, interpersonal and communication skills ▪ Ability to collaborate and communicate effectively with the Pastor, parish staff, volunteers and parish community ▪ Ability to use time well ▪ Degree in Pastoral ministry or equivalent ▪ Balanced approach to church issues and concerns, ▪ Ability to maintain confidentiality and trust
Time Commitment	Part-time, 20 hours per week
Duration	2-year term, renewable
Orientation and Training	<ul style="list-style-type: none"> ▪ General parish orientation ▪ Ongoing relevant workshops ▪ Periodic spiritual retreats
Support	Pastor and pastoral staff
Supervision	Feedback from parishioners, other staff, and other participant groups
Evaluation	Reviewed annually by pastor
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview, Reference Checks and Police Records Check ▪ Orientation and Training ▪ Receive Parish Volunteer Guidelines, Sign Volunteer Covenant ▪ Supervisory checks and evaluations