

Pastoral Minister Job Description

The Pastoral Minister will work with the priests and parish staff to provide pastoral leadership and support for designated ministry groups within the parish.

Responsibilities

Coordinate Parish Ministry to the Sick by providing pastoral care to those parishioners (and their families) who are sick, elderly, homebound, hospitalized, in assisted living/nursing homes.

- oversees hospital visitation and homebound persons
- recruits & trains volunteers in assisted living facilities and hospital visitation
- assists at wake services and funerals
- organize Anointing Service and reception
- helps with walk-in client assistance
- attends parish staff meetings (twice monthly)
- attends network meetings for Pastoral Ministers in Omaha area

Coordinate Parish Outreach Ministry The Pastoral Minister works with the parish Outreach Ministry Council to set goals, recruits, and assists with budget, to carry out projects that serve people in need.

- Support Outreach Community Committee as staff advisor
- Support Divine Mercy Center and Pantry Planning Team

Welcome Ministry

- Follow up Welcome Orientation, meet new parishioners, and match gifts with parish needs

Parish Groups

- Support Guild Circle Leaders
- Organize Shelter Meal Ministry
- Oversee Book Clubs' and Bridge Groups' Schedules

Prayer Ministry

- Prayer line (recruit, organize, maintain daily Prayer lines)
- Ministry of Praise group - prayer group of people who are homebound (Send out packets four times a year with the ongoing prayer requests, prayer booklets, updated prayer information)

Safe Environment (SE) Coordinator

- Monitor SE compliance for all working with children and youth
- Maintain database of certified SE training and background check