

POSITION TITLE: CLUSTER PASTORAL LIFE COORDINATOR
REPORTS TO: PASTOR

Primary Function of This Position

The Pastoral Life Coordinator is a professionally qualified minister who reports directly to the pastor. This minister assists the pastor in the daily operation of the cluster, coordinating pastoral, sacramental, catechetical, and other needs of the cluster, in accordance with canon law and diocesan policies and guidelines. The Pastoral Life Coordinator is a person of faith committed to Gospel values. He or she values the organization and responsible management of resources, and helps the Church fulfill its mission and purpose.

Major Position Responsibilities and Regular Activities

The Pastoral Life Coordinator serves in a key cluster management position. The Pastoral Life Coordinator, together with the pastor, parochial vicar(s), deacon(s), cluster business coordinator and school principal (where applicable) forms the core management team to ensure that the pastoral and administrative needs of the cluster are met.

The duties of the Pastoral Life Coordinator will vary from one cluster to another, dependent upon other staff resources and individual community demands. Clusters are encouraged to use this as a guide in tailoring a job description to meet their own needs.

- 1. Ministry of Worship**
 - a. Plans and coordinates the preparation of sacramental celebrations in collaboration with the pastor, liturgists, music ministers, initiation coordinator, school principal (where applicable) and cluster catechetical leaders.
 - b. Leads or prepares others to lead communal prayer services, such as wakes, final commendation and committal services, stations of the cross, ecumenical celebrations, and when necessary "Sunday Celebrations" in the absence of a priest.
 - c. Responsible for training of liturgical ministers, i.e. readers, music ministers, extraordinary ministers of Holy Communion, altar servers, ushers, greeters, sacristans, etc.
 - d. Assists or oversees those who assist in preparation of individuals and families for the sacraments of marriage, initiation, penance, and the grieving process.
 - e. Assists couples regarding marriage and annulment procedures as directed by the diocesan tribunal office and Bishop's office.

- f. Participates in Sunday masses, cluster events and programs. May represent the pastor at cluster events and programs when requested.

2. Ministry of Formation

- a. May facilitate with other spiritual formation volunteers, cluster staff, and cluster groups.
- b. Promotes with other cluster leaders the formation of the entire community in understanding the cluster mission.
- c. Supervises and assists in coordinating the catechetical leader(s) and youth minister(s) in providing child, youth, young adult, and adult religious formation.
- d. Supervises and serves as a resource to pastoral staff and volunteers.

3. Human Concerns

- a. Assists in fostering a sense of belonging to the local community, the diocese, and the universal church.
- b. Directs pastoral services for individuals suffering from illness, grief, or crisis including those in hospitals, nursing homes, institutions, and the home bound. Directs pastoral services to college campuses, jails, and prisons as required.
- c. Responds to the needs of the poor, immigrants, the uninsured and the forgotten in the cluster and the wider community.
- d. Affirms family life and encourages spouses and parents in their roles.
- e. Supports all individuals in their respective roles in life.

4. Administration

- a. Directs the work of the pastoral staff of the cluster.
- b. Collaborates with the core management team to ensure the cluster pastoral and financial needs are met.
- c. Serves as staff support to cluster pastoral council and other committees as assigned by the pastor.
- d. In conjunction with the pastor and the cluster business coordinator develop and be accountable for the operating budget which funds the ministries of the parish.
- e. Attends staff meetings, cluster pastoral council, cluster finance council, school board, and other committee meetings appropriate to the position. Attends diocesan meetings for training and development.
- f. Responsible for maintaining cluster sacramental records.
- g. In conjunction with cluster business coordinator, oversees implementation of guidelines and policies for volunteers.

- h. In conjunction with cluster business coordinator, ensures completion of background checks, reference checks, Code of Ethics awareness training and safe environment training for all employees and those volunteers working with children in collaboration with the diocesan Safe Environment Office.
- i. Together with the core staff provides for and implements pastoral, sacramental, catechetical, and other cluster planning as assigned by the pastor.
- j. Selects candidates for ministerial personnel. Ministerial personnel are hired by the pastor.
- k. Accepts teachings of the Church.

SKILLS, KNOWLEDGE AND/OR ABILITIES (SKA'S)

1. Ministry of Worship

- a. Knowledge of Catholic sacramental theology including current church teaching and regulations related to the celebration of all sacraments.
- b. Ability to lead large and small groups in prayer during liturgical celebrations.
- c. Ability to witness the Gospel message with the Bishop's permission. (see Canons 758 & 759).

2. Ministry of Education

- a. Possesses an active faith life and is able to translate this into action for others. Will possess skills in developing and organizing spiritual and catechetical programs
- b. Knowledge of the mission of the Church and the mission statement of the cluster and can enable others to live this mission in their own lives.
- c. Must have an understanding of and ability to use collaborative management skills.
- d. General knowledge of church teachings, canon law, and biblical studies.

3. Human Concerns

- a. Skill in interpersonal contact with the cluster community. Must enjoy people and be comfortable in sharing their lives with them.
- b. Knowledge and ability to form group cohesion and consensus.
- c. Skill and or experience in pastoral counseling individuals and groups especially in times of personal tragedy.
- d. Ability to assess and respond to the needs of the cluster community.

4. Administration

- a. Collaborate with the core management team in the overall management operations including budgeting and finance.
- b. Skill in supervision and evaluation of staff performance.
- c. Must have good interpersonal, negotiation, and organizational skills.
- d. Must be able to delegate tasks and responsibilities.
- e. Knowledge of diocesan and cluster organizational structure. Ability to work in harmony with other staff and volunteers.
- f. Knowledge of record keeping regulations as pertains to both civil and church laws.
- g. Ability to utilize organizational skills in short and long range planning.
- h. Basic knowledge of Canon Law.
- i. Maintains confidentiality in all areas of responsibilities as required.

EDUCATION, TRAINING AND/OR EXPERIENCE

Masters Degree or its equivalent preferred - i.e. Masters of Divinity, Theology, Religious Studies, Pastoral studies, CPE units or other degrees. Diocesan certification as Pastoral Life Coordinator or willingness to obtain certification within three years of employment is required. This additional certification program will include training in interpersonal communications, pastoral counseling, public speaking, volunteer and project management for the cluster. Basic computer skills are required. Parish based ministry experience of at least two years preferred. Knowledge and understanding of the Catholic Church and its mission required. Must be an active member in good standing of the Catholic Church.

WORKING ENVIRONMENT

The nature of this position requires availability for frequent evening and weekend work in addition to regular office hours.