

Job Title: Pastoral Associate

Location: All Saints Parish, Evansville, IN

Reports To: Pastor/Pastoral
Life Coordinator

Employment Type: Part Time Hourly Non Exempt

Posted Date: 4-3-23

Summary: A Pastoral Associate is a professional minister who collaborates with the pastor/pastoral life coordinator and parish team/staff to implement the mission of the parish. This position has an emphasis on faith formation.

Essential Job Functions: Direct/Coordinate Faith Formation Programs - sacramental programs, Children's Liturgy of the Word, Vacation Bible School, assist with adult formation and SPRED. Liturgy and Sacraments: Liturgy Committee, assist with ministry training, assist with church decorating, active role in liturgies.

Administrative responsibilities: team meetings, collaborates with parish leadership in establishing parish mission and vision, goals, objectives and long-range planning, collaborates with Pastoral Team on special Parish events, encourages lay leadership in areas of responsibility, helps coordinate charity and justice work of parish, assist in working the Masses

Required Skills: Minimum of three years in business and/or ministry experience with demonstration of highly developed interpersonal and pastoral skills

Desirable Skills: Demonstration of highly developed interpersonal and pastoral skills with individuals of all ages.

Education Requirements: Bachelor's/ Master's degree in Pastoral Ministry, Theology, Religious Education or related field or Bachelor or master's degree in unrelated field with completion of components in Diocesan Certification Program.

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume and cover letter to Sharon Vogler at svogler@evdio.org