

Church of All Saints

Keokuk, Iowa

Pastoral Associate Job Description

The pastoral associate is a full time non-ordained professional lay ecclesial minister who shares with the pastor the overall pastoral care of the Church of All Saints. All Saints is a parish within the Diocese of Davenport, a community of faith, and dedicated to living out the liturgy of the Church in the world with vibrancy. The ministry of the pastoral associate is a collaborative role alongside our pastor. The principal ministries that the pastoral associate oversees are faith formation, youth programs, pastoral care, and social outreach working with our structure of lay committees and a committed corps of volunteers.

Duties and Qualifications

The position itself is one of flexibility and service. At All Saints we are accustomed to people first, and people-oriented tasking. This means whether it is programming for faith formation or other programming we adapt to the needs of the parish which is sought through counsel with lay committees. In terms of qualifications, we recognize God calls those who are qualified, we are interested in finding the right fit over having exactly the ideal *Curriculum Vitae*.

Duties

- Keep a regular plan of life, which includes personal prayer, liturgical prayer, and annual retreat.
- Keep a regular schedule of self-improvement or position relevant continuing education.
- Coordinate with the Pastor and professional support staff on a regular basis to plan, collaborate, and direct attention to needs and seasonal tasks as they arise.
- Collaborate administrative policy and procedure with pastor.
- Coordinate designated parish programs in collaboration with the pastor, using the Mission and Vision Statements of the Parish as a guide. Parish programs include but are not limited to:
 - Outreach & Evangelization
 - Christian Initiation (RCIA)
 - Sacramental Preparation
 - Family Formation
 - Youth Ministry
 - Vocations
 - Grief Ministry
 - Divorce & Annulment Ministry
- Coordinate support and training for parish ministries in the following fields:
 - Catechetical
 - Mentorship (Youth Ministry)
 - Liturgical
 - Evangelical (outreach)
 - Marriage Sponsor Couples
- Coordinate with support staff the registration of participants and safe environment status of volunteers.
- Must maintain a positive and collaborative relationship with St. Vincent Catholic School (PreK-5th Grade) parents, staff, faculty, and principal.

- Coordinate with support staff the maintenance of website and social media platforms (Facebook, Instagram, & Twitter).
- Coordinate with volunteers in the live streaming of Funerals, Masses, and Special Events.
- Be a significant presence at Diocesan events and offerings to represent the parish and to keep up with continuing education opportunities and Diocesan offerings.
- Be a significant presence at parish and community events.
- Participate in Parish Council Meetings as an ex-officio member.
- In keeping with the vision and mission of the parish assist with the coordination of parish and diocesan projects.

Qualifications

- Must be a fully initiated, practicing Catholic, with a demonstrated fidelity to Church teaching, and living the life of a committed missionary disciple of Jesus Christ.
- Must have a dedicated heart of strong personal prayer, study, service, and accompaniment.
- Understanding that all duties are done with an aim and resolve towards evangelization.
- Excellent interpersonal skills and proven ability in oral, written, and electronic communication.
- Familiarity with Sacred Scripture and basic Church documents regarding catechesis and evangelization.
- Ability to coordinate intergenerational family-based faith formation and youth ministry models.
- Minimum bachelor's degree in Theology or equivalent, Masters desirable.
- A demonstrated ability in servant leadership, conflict management, and general positive outlook.
- Skilled at electronic media, software, and applications: Microsoft Office OS and applications, Google applications, email, social media platforms, and the desire and ability to learn and stay abreast of new applications, software, and media platforms.
- Able to keep weekday office hours as well as serve on several weekday nights and some weekend gatherings.
- Must pass Diocesan background and credit check with safe environment training through VIRTUS before employment can be offered.

Procedure for Candidacy

Please submit your resume with cover letter to Mrs. Beth Nagel at: keokukallsaints@diodav.org

Alternatively, resume and cover letter may be mailed to:

Church of All Saints
 Attn: Beth Nagel
 310 S. 9th St.
 Keokuk, IA 52632

Potential candidates are welcome to call the parish office at: 319.524.8334