

Pastoral Associate Position
Sacred Heart Chapel, Lorain

Sacred Heart Chapel -- vibrant Hispanic community of 1200 households is looking for a fluently bilingual, experienced pastoral minister to collaborate in pastoral care and formation within the parish.

Please submit resumes to: Fr. William Thaden
Sacred Heart Chapel
4301 Pearl Avenue, Lorain, OH 44055
Voice: 440-277-7231 fax: 440-277-4886

Minimum qualifications:

- Fluently bilingual in English/Spanish, both written and spoken
- Experience in small faith community development
- Active Catholic with in-depth grasp of Catholic teaching
- Current biblical and pastoral theology
- Ability to function collaboratively and communicate effectively
- Diocesan Certification in Pastoral Ministry or equivalent
- Bachelor's or master's in related field
- Work experience in parish setting
- Computer skills

General Areas of Responsibilities

- Collaborate closely with Pastor and parish staff
- Support the formation of small faith communities
- Available and present for parish functions
- Cooperate with and resource for parish committees; serve as ex-officio member of Parish Council
- Coordinate and provide training for parish liturgical ministries
- Assist in planning special parish sacramental celebrations
- Develop and facilitate Parish Liturgy Committee
- Lead communal prayers, communion services, wake services when needed and liturgically appropriate
- Oversee RCIA including team formation
- Coordinate family life ministry
- Act as liaison with canonical services for couples with regard to marriage or annulment procedures
- Provide pastoral care to people in need
- Assist the pastor in developing social consciousness among staff and parishioners
- Supervise auxiliary personnel and volunteers
- Supervise maintenance of parish records including VIRTUS
- Help with the preparation of the annual budget