

**Job Description**  
**Pastoral Associate for Stewardship and Evangelization**  
**Blessed Sacrament Parish Waterloo Iowa**

**Overview:** The Pastoral Associate for Stewardship and Evangelization is an integral member of the parish staff in assisting the pastor particularly in ongoing development and coordination of parish stewardship and evangelization efforts. When necessary this person serves as the delegate of the pastor. Time dedicated 60% to Stewardship, 20% to Evangelization, and 20% Other Duties (approximately and subject to change as needed)

**Job Classification:** Exempt. This is a full-time twelve-month position with flexible hours. Ten to fifteen (10-15) weekend and evening hours per week are to be expected.

**Relationships:** Reports to Pastor.

Facilitates Pastoral Staff Meetings. Attends Pastoral Council meetings as needed  
Attendance at other parish committee meetings to facilitate their work *often* needed  
Staff liaison to Stewardship Committee and its Spiritual Life subcommittee  
Collaborates with Waterloo Catholic Faith Formation (WCFF) staff for parish programming.  
Attends meetings of the Waterloo Pastoral Leaders (WPL).

**Responsibilities Include** (but are not limited to):

**A. Coordination and Administration**

1. Serve as member of the Parish Staff
2. Participate in decision-making regarding overall parish direction and activities
3. Facilitate, under direction of the pastor and with the Pastoral Council, the creation and completion of annual and strategic goals by individual committees.
4. Prepare and manage that part of the annual budget for Stewardship and Evangelization needs
5. Responsible for ongoing publication of parish newsletters and all electronic communications.  
Contribute to the following as necessary: parish bulletin, bulletin inserts, flyers, newspapers.
6. Represent as delegated, the parish at various archdiocesan, ecumenical, and civic activities.
7. Coordinates parish response to individual/family need for material resources at our door.

**B. Stewardship**

1. Work with parish staff and committees to identify, recruit, and develop parishioner participation in utilizing their gifts in ministries, and especially as committee members, chairpersons, and in other leadership roles.
  - a. Attend often and work with committees to identify and publicize needs and opportunities to serve our parish in all appropriate parish media.
  - b. Arrange for such training, orientation and assignment of volunteers as necessary for the performance of their role or ministry.
  - c. Serve as the primary liaison between the parish office and those individuals devoting their time and talent to service within our parish.
  - d. Attend Stewardship Committee and Pastoral Council meetings.
  - e. Provide administrative support to the committees as necessary, and assist in the development and accomplishment of annual and strategic goals.

**2. Oversee "Time and Talent" Efforts**

- a.** Prepare Time/Talent survey materials and coordinate with the Stewardship Committee to conduct a survey of the parish each calendar year.
- b.** Assist new parishioners in completing a survey upon joining the parish.
- c.** Maintain and update survey information in the parish database and generate reports as needed. Develop and maintain a roster of "lead volunteers" for each service area.
- d.** Conduct "Gift/Charism Discernment" Workshops for parishioners as needed and identified by the Stewardship Committee.

**C. Evangelization**

- 1.** Helps parish identify and respond to opportunities for evangelization and spiritual growth.
  - a.** Facilitates cooperation between Stewardship Spiritual Life subcommittee, parish staff, WCFF staff and metro leadership bodies for development and presentation of parish or shared evangelization, spiritual growth, and faith formation programs and efforts
  - b.** Takes part in ongoing personal formation about evangelization needs and dynamics.
  - c.** Assists pastor and WCFF staff in providing/advertising ongoing web-based (FORMED), COR@220 E. 4<sup>th</sup> St. outreach, and other faith formation opportunities.
  - d.** Recruits and orients small faith-sharing group leaders for adult and youth programs in conjunction with WCFF and Spiritual Life sub-committee efforts.
  - e.** Responsible with the pastor for local ecumenical cooperative efforts.

**D. Parish Community Life**

- 1.** Provide administrative support to the Parish Community Life "Welcome Ministry"
  - a.** Responsible for efforts to welcome and assist new parish members towards immediate involvement in parish life and volunteer opportunities.
  - b.** Attend Parish Community Life committee meetings as needed.
  - c.** Collaborate with staff liaison to Parish Community Life committee for oversight of the "Host Communities" program in maintaining the grouping of parishioners by neighborhoods
  - d.** Primary staff person coordinating parish photo directory updates
  - e.** Participates in parish life in a visible and recognizable manner
  - f.** Affirms family life and encourages spouses and parents in their roles.
  - g.** Assists in fostering a sense of hospitality

**E. Marriage Ministry**

- 1.** With pastor, recruit, orient and provide ongoing training for Sponsor Couple ministry
  - a.** Keep parish up to date with Foccus/ReFoccus materials,
  - b.** Assist locally with diocesan marriage enrichment programs (Marriage Builder, etc.)

**F. Liturgical Duties**

- 1.** Oversee procurement of all liturgical/sacristy supplies for Sacramental celebrations.
- 2.** Ensure scheduling of liturgical ministers for weekdays/Holy Days/Civil holiday Masses.

**G. Any other duties and responsibilities assigned by the pastor.**

**H. Position Qualifications**

1. Degree in pastoral theology or a related field (two-year's experience in pastoral ministry preferred), or archdiocesan certification as pastoral associate
2. Experience in volunteer or personnel management.
3. Active participant in the life of the Catholic Church and ability to participate in the full sacramental life of the church
4. Be able to assist in the formation of the entire parish in understanding the parish mission
5. Demonstrated skill with written and oral communication, including use of e-mail and appropriate social media. Experience in large-group presentations preferred.
6. Experience in Microsoft Office products including Publisher, database software.
7. Strong organizational abilities to work with others, direct projects, and conduct workshops
8. Is a professional person of integrity and responsibility, and is able to maintain confidentiality
9. Is collaborative, and exhibits a willingness to learn and share
10. Recognizes the need for ongoing spiritual renewal

**Physical Requirements:**

Ability to perform tasks involving physical activity, which many include prolonged bending and standing, repetitive actions, and lifting/carrying of a minimum of 25 lbs.

*Revised February 2018*