

Pastoral Minister Vacancy

St John Neumann is searching for a Pastoral Minister to ensure the sick, the dying and their families receive spiritual care, from sickness through death, including the funeral. In addition, this position manages the volunteers for four daily Masses and St John Neumann's prayer ministries.

Specific Duties:

- A. Provides for the spiritual care of the Catholic residents and patients of Country View Nursing & Rehabilitation Facility, the Inn at Walnut Trail Assisted Living Facility, and to those who are hospitalized or limited to their homes.
- B. Arranges the sacrament for the anointing of the sick for those who are seriously ill or dying.
- C. Works with families, staff, and volunteers to plan and implement a funeral Mass/service.
- D. Offers or refers families to grief support programs and/or resources.
- E. Solicits, trains and updates daily Mass volunteers as Lectors, Sacristans, and Eucharistic Ministers.
- F. Supports various prayer ministries through participation, guidance, and budgets.
- G. Writes and maintains procedures for daily Mass set-up and funeral planning.
- H. Other duties as assigned.

Experience & Skills:

- A. 2+ years of demonstrated leadership experience in managing expectations, charitably and effectively providing feedback and collaborating with others.
- B. An appropriate level of proficiency with Catholic theology and Church teaching.
- C. 3 years of highly skilled experience of working with people, particularly with those who are dealing difficult spiritual issues, understanding the Catholic faith, or struggling with family situations, health or loss.
- D. Fosters collaborative relationships with parishioners, volunteers and staff while managing expectations and commitments.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course. Compensation is commensurate with candidate's experience.

Please forward cover letter, resume, and references to Fr. Dan Dury, Pastor, at frdury.saintjohn@gmail.com.