



ARCHDIOCESE
OF PORTLAND IN
OREGON

Pastoral Associate **St. Mary Catholic Church**

Opening Date: Nov. 17, 2017

Closing Date: Dec. 15, 2017

Location: 1062 Charnelton St,
Eugene, OR 97401

Position: Full Time

St. Mary Parish, a dynamic and active parish of 2,400 registered families (Anglo and Hispanic) in Eugene, Oregon is looking for a Pastoral Associate to join our Parish Staff. We are looking for an individual (Deacon or Lay Person) who is deeply committed to his or her faith and an abiding love for Jesus Christ and the Church, with the energy and skills required to assist with pastoral outreach and oversee parish ministries. This Full Time Pastoral Associate will work closely with the Pastor.

PURPOSE: A Pastoral Associate is a professional lay (or Deacon) ecclesial minister who shares with the Pastor and staff the overall care of the parish. The ministry of the Pastoral Associate is comprehensive, relating to all aspects of Parish life with designated responsibilities such as coordination of ministries, adult faith formation and development, administration, pastoral care and social outreach.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborates with the Pastor and with other members of the Parish staff in the overall pastoral ministry of the Parish
- Collaborates in the overall process of the Parish administration including: needs assessment, pastoral planning, decision-making, implementation, etc.
- Coordinates and supports parish ministries or programs
- Ensures that all volunteers are aware of and in compliance with the Archdiocesan Policies.
- Develops strategies for outreach to both new and non-practicing members of the parish community
- Participate in the recruitment, training, and formation of other members of the Parish staff and volunteers
- Leads communal prayer when needed and liturgically appropriate
- Is a significant presence at primary parish gatherings, such as Sunday liturgies and social functions
- Is available to parishioners for help with personal concerns and parish projects
- Willing to assist persons in crisis
- Participates in the Parish Pastoral Council and staff meetings

- Relates to collaborative, vicariate, and archdiocesan structures as appropriate.
- Develops and maintain a budget for designated programs.

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:

- As Administrative Assistant will assume the responsibilities such as coordinating special events and celebrations.
- Will assist in training volunteers and coordinating sacramental programs and faith formation.

QUALIFICATIONS:

- Bachelor's degree in pastoral or theological studies required. Master's degree in Divinity, or its equivalent preferred, both from an accredited Catholic institution.
- Preference to 5 year in related parish or pastoral ministry, but open to entry level candidates.
- Must be a practicing Catholic in good standing with a love of the Catholic faith and a desire to contribute to the mission of the Church.
- Willing to become certified as a Pastoral Associate through the Archdiocese of Portland.
- Familiarity with the New Evangelization, evangelizing strategies, programs and technologies.
- Strong written and verbal communication skills, including effective presentation skills.
- Demonstrated good management, leadership, collaborative and group process skills
- Must be a strong communicator both in written and oral forms
- Solidly competent with MS Office
- Strong service orientation.
- Commitment to personal spiritual growth and being mentored.
- Needs to be highly organized, able to multi-task, and remain flexible in order to adjust to varying demands, personalities, scheduling and workload.
- Three letters of recommendation required, including one from current pastor or campus minister.

Salary for this position is competitive and commensurate with experience.

Qualified and interested candidates can submit their resume and cover letter to:

rnelson@stmaryeugene.com

“St. Mary Catholic Church is a Sacramental community united in Christ, proclaiming God’s love through liturgy, prayer, education, and service to others.”