

Basilica of Saint Mary

Position description

Title: Coordinator of Caring Ministries
Reports to: Director of Christian Life
Department: Christian Life Annual 1 FTE twelve months a year
Classification: Exempt

Purpose of Position

Support The Basilica of Saint Mary's vision, mission, and values by providing quality care and hospitality by serving Basilica community members in grief, transition, or need personally and by supporting lay ministry programs. Coordinate the response to parishioner pastoral needs as they come to the parish for funerals, anointing, hospitalization, and prayer requests, etc. Be willing to reach out to offer support when referrals or prayer requests are made. Support and expand a framework of ministries that encourages community development and engagement at The Basilica through social and spiritual groups.

Scope of Position

Coordinator of Caring Ministries reports directly to the Director of Christian Life and leads volunteer teams involved with caring and support ministries.

Position Qualifications

- Educational Qualifications:
 - Degree in Pastoral Ministry or equivalent
- Past Experience:
 - Experience in Pastoral Lay Ministry programs or equivalent
- Active and Demonstrated Skills, Knowledge, and Abilities:
 - Strong interpersonal communication skills (especially good listening skills)
 - Pastoral sensitivity
 - Proven ability to work in a collaborative setting
 - Team building ability
 - Ability to lead and delegate leadership to others, especially project volunteers
 - Organizational and managerial style
 - Experience in promotion and marketing
 - Budget, Office skills, Computer literacy
 - Good time management

Primary Functions/Duties/Major Activities

Work with a team to create, improve and coordinate programs and systems that enable The Basilica to provide care and support to individuals families, and social groups. Competent use of Basilica technology and parish database. Train and support parishioners to be leaders in caring ministries at The Basilica. Specific activities and functions are grouped below.

Caring Ministries

- Work with the Director of Christian Life to supervise the Emmaus Listening Ministry within The Basilica of Saint Mary
- Coordinate and promote all facets of Emmaus Grief Ministry:

- Coordinate and promote Emmaus Homebound Communion Ministry: recruit, train, and support Volunteers; match parishioners and ministers
- Coordinate Emmaus Employment Ministry: schedule the intake meeting for new participants in the ministry. Recruit, communicate with, and schedule job coaches to meet with participants. Support participants as an advocate for their efforts by being available for questions or listening to concerns. Review and maintain hard copy files.
- Funeral Ministry: Collaborate with Liturgy Department to meet with the families of the dying or deceased to offer grief support and arrange funeral hospitality. Recruit and support Volunteers. Notify volunteers, arrange set-up, verify with caterer, be present at the Mass and reception, etc. Preside over gravesite services, when requested.
- Maintain confidential records of pastoral needs and pastoral care offered/requested at The Basilica; share as appropriate with key leaders on staff
- Provide a caring presence and emotional support to Basilica members and coordinate with Basilica priest or lay minister as appropriate. Refer within The Basilica or to community resources when appropriate. Continue follow-up as necessary.
- Visit with parishioners as needed, in consultation with the pastor
- Acknowledge all requests for prayer, anointing, and Homebound Eucharist in a timely manner; determine needs and provide resources and support
- Coordinate parish Prayer Line: follow up with caring ministries as needed
- Coordinate Prayer Shawl Ministry: communicate with and support team, oversee distribution of shawls, record recipients, promote the ministry
- Collaborate with Liturgy Department to plan and coordinate special liturgies such as All Soul's Vespers, Anointing Masses, etc.
- Act as staff liaison for The Basilica Book Club

Support Groups

- Help to identify and initiate sub-groups of parishioners who could benefit from intentional support groups
- Serve as liaison between the support group and The Basilica. Attend planning meetings, offer strategic direction and oversee programming, communications, projects etc.

Coordinator of Caring Ministry:

- Will work collaboratively with the Christian Life Team to accomplish the goals of the ministry department
- Will attend appropriate staff meetings to accomplish strategic plan effectively
- Will meet weekly with Christian Life Director for supervision
- Will work Monday through Friday, twelve months a year, with some work occurring on nights and weekends
- Will meet with parishioners and teams an average of two nights per week
- Will enter into a six-month probationary period beginning on job hire

Must be ready to work and complete all assigned responsibilities.

Other Responsibilities:

Additional responsibilities identified (as needed) by Director of Christian Life

Mental Demands:

- Ability to work with minimal supervision

- Strong oral and written communication
- Ability to maintain confidentiality
- Ability to prioritize tasks, workloads, and workflow
- Analytical and problem-solving skills

Designation of Essential Functions

* Employment in and by the Church is substantially different from secular employment.

Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position *does* require that the employee be a Catholic. It is expected, however, that non-Catholic employees will respect Catholic doctrine and religious practices. Reasonable accommodations for the religious practice of non-Catholics will similarly be provided.