

**HOLY TRINITY CATHOLIC CHURCH, 2926 Beaver Ave Des Moines IA 50310**

Location: Parish Office, hours 8:00 am to 4:30 pm with an unpaid ½ hour lunch  
Job Title: Pastoral Care Minister  
Category: At-will, hourly paid, 40 hour week and 12 month position  
Supervisor: Pastor of Holy Trinity Catholic Church

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**GENERAL DESCRIPTION:** Under direction, is responsible for the integrated care of spiritual, physical, and emotional health for Holy Trinity Catholic Church members and families within the church.

**RESPONSIBILITIES:**

- Provide visitation to Holy Trinity parishioners and their family members in their homes, hospitals, nursing, homes, hospice settings and retirement communities.
- Report to the pastor and makes referrals to parish staff and members of the Pastoral Care team and community resources.
- Directs the Pastoral Care Team volunteers. The Pastoral Care Minister will offer one to one orientation or an orientation class. In addition, continued formation is offered through ongoing education, check in, and affirmation.
- Supports the formation of support groups or discussion groups in areas related to physical, mental, and spiritual health and/or has knowledge about existing groups within the Des Moines area.
- Emphasizes the healing ministry of the Church with the Pastor by scheduling liturgical services, such as anointing of the sick, healing prayers, church blessings, and All Souls Mass Remembrance of our faithful departed.
- Prepares and leads Liturgy of the Word with Communion Services at neighborhood senior housing communities and nursing homes. We are currently serving Calvin Community, Edencrest, and Beaverdale Estates.
- Assist Pastor with Funerals and Visitation as needed and available
- Seek resourcing opportunities for the purpose of personal and professional growth
- Coordinates Weekly Adoration recruiting and instructing volunteers and managing schedule
- Coordinates two Blood Drives per year with Life Serve. This includes scheduling the dates and donation times for blood donors, and recruiting volunteer to call potential donors, canteen hosts, set-up and teardown.
- Documents job performance
- Promotes healthful living by communicating wellness through the parish bulletin and or the weekly email. Develop a page on our Website with resources
- Collaborate with other local/regional Ministers of Health/Pastoral Care Ministers for establishing a support and resource system.

Continued on next page

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**Educate**

- Serves as a resource for health information and is available as a health educator.
- Directs the Pastoral Care Team volunteers. The Pastoral Care Minister will offer one to one orientation or an orientation class; additional formation is offered through ongoing education, check in, and affirmation.
- Supports the formation of support groups or discussion groups in areas related to physical, mental, spiritual health, and/or had knowledge about existing groups within the Des Moines area.

**Additional Duties**

- Perform other duties or special projects, as required or assigned, which are reasonably within the scope of duties enumerated above.

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**REQUIREMENTS and QUALIFICATIONS:**

This position requires

- Practicing Catholic
- Bachelor's degree or equivalent work experience
- Relevant and successful experience in a church, health care, or ministry setting
- Maintains confidentiality.
- Good organization and planning skills
- A self-starter with the ability to work independently and manage multiple tasks simultaneously;
- Follow a work schedule and oral and written directions;
- Communicate effectively in English both orally and in writing;
- Must be a person with sufficient maturity, professionalism and discretion to deal with and work closely with the public, parishioners, elderly, young, sick both mentally and physical, as well as with staff in a courteous and patient manner
  - The Pastoral Care Minister visits parishioners and their family members in their homes, hospitals, nursing homes, hospice settings and retirement communities. Reports to the pastor and makes referrals to parish staff and members of the Pastoral Care team and community resources.
  - The Pastoral Care Minister coordinates the Pastoral Care Team, a group of volunteers, meeting the needs of Parishioners. This includes, making referrals for those in need of care, training of Pastoral Care Team member, checking in, and reaffirming Pastoral Care Ministers in their ministry.
- Ability to lift and carry 25 pounds;
- Must have a valid Iowa driver's license and own car with own insurance
- This position must attend or show proof of attendance of the diocesan required Virtus Training
- This position is viewed as one of the ministries of the Church and requires a strong knowledge and practicing of Catholic principles.