

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

Location: Parish Office, hours 8:00 am to 4:30 pm and as otherwise required
Job Title: Pastoral Care Minister
Category: At-will, salaried, 40 hour week and 12 month position
Supervisor: Pastor of Holy Trinity Catholic Church

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. Reports to the Pastor and makes referrals to Parish Staff and members of the Pastoral Care Team and Community Resources.
- Direct 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.
- Support 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.
- Emphasize 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.
- Prepare and lead Liturgy of the Word with Communion Services at neighborhood senior housing communities and nursing homes.
- Assist Pastor with Funerals and Visitation as needed and available
- Coordinate 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.

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REQUIREMENTS and QUALIFICATIONS:

Position requirements

- Must be a practicing Catholic in good standing
- Bachelor's degree or equivalent work experience
- Relevant and successful experience in a church, health care, or ministry setting
- Maintain confidentiality.
- Possess 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
- Ability to lift and carry 25 pounds;
- Must have a valid Iowa driver's license and own a reliable 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 practice of Catholic principles.