

Job Title: Director of Pastoral Care and Service Ministry
Reports To: Pastor
Parish: St. Raphael Catholic Church, Naperville, Illinois
Position: Part-Time, Nonexempt, Unbenefited

Job Purpose

St. Raphael Catholic Church is seeking to hire a part-time Director of Pastoral Care and Service Ministry to help coordinate and facilitate various ministries and volunteers aimed at outreach and service.

I. Duties and Responsibilities

- Train volunteers in the Minister of Care program
- Maintain schedules for Minister of Care for Home, Nursing Facility, and Hospital visits
- Coordinate and oversee Blood Pressure Sundays
- Oversee Service Ministries such as HESED house, St. Vincent DePaul, and Transitional Housing
- Coordinate and oversee service projects such as Christmas Giving Tree and Cleaning Supply Collection
- Staff liaison for the Knights of Columbus and other service oriented organizations
- Duties as assigned by the pastor

II. Qualifications/Skills

- Must have appropriate listening skills, present themselves pastorally to parish community, be self-motivated, work well, and collaborate effectively with staff
- Must have excellent communication and people skills
- Must have appropriate computer and phone skills
- Able to train volunteers to meet the needs of the pastoral care ministries
- Must support the mission, philosophy, objectives, and policies of St. Raphael Parish, the Diocese of Joliet, and the Catholic Church

Hourly Rate

Hourly range is \$20-\$22 per hour, approx. 20 hours per week.

To apply for this position, applicants should send a cover letter and resume to sstewart@st-raphael.com

Please reference Director of Pastoral Care and Service Ministry in the subject line of your email