

Job Title: Director of Pastoral Care and Service Ministry
Reports To: Pastor
Parish: St. Raphael Catholic Church, Naperville, Illinois
Position: Full-time, Exempt, Benefits

Job Purpose

St. Raphael Catholic Church is seeking to hire a Director of Pastoral Care and Service Ministry to promote wholistic health (physical, psychological, social, and spiritual) by providing leadership in identifying and responding to the holistic health needs of the parish. Working collaboratively with other departments, Parish staff, and volunteer leaders to ensure volunteers are trained, developed, and supported in their ministry roles.

I. Duties & Responsibilities

- Oversee Pastoral Care/Service Commission.
- Facilitate the Care Giving Support Group.
- 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.

II. Other Duties

- Develops and submits an annual Pastoral Care/Service Ministry proposed budget consistent with defined Parish timeline and procedures.
- Other duties as assigned.

III. Education/Qualifications

- Ideally candidate is a registered nurse licensed in the state of Illinois and has at least five years nursing experience.
- Must have experience working within the church setting.
- 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 Catholic Church, and the Diocese of Joliet.

Salary Range

Salary range for this position is \$40,000 - \$50,000 per year, depending upon experience.

Benefits

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance; Basic Life and AD&D; Long-term Disability Insurance; Flexible Spending Accounts; Defined Pension Plan funded by Diocese of Joliet; 403(b) Retirement Plan; Paid Personal Leave Days; Paid Holidays based on holiday schedule determined at the local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

To apply for this position, applicants should send a cover letter and resume to mjohnston@st-raphael.com. Please reference Director of Pastoral Care and Service Ministry in the subject line of your email.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.