

Title: Pastoral Care Ministry Coordinator
Reports To: Pastor
Parish: St. Thomas the Apostle Catholic Church | Naperville, Illinois
Position: Part-time, Unbenefited

Position Summary

This is a part-time position for the Pastoral Care Department requiring approximately 20-25 hours per month with a flexible schedule. Responsibilities will be required on and off site.

About St. Thomas

We are a church led by the Holy Spirit, rooted in the Eucharist and strive to be an inclusive servant community — to be Christ in the World. We bear the Good News of God's unconditional love to all generations through worship, faith formation, witness, and service.

Responsibilities

- Coordinate the Ministers of Care Ministry which provides off-site Communion and Prayer services to local care facilities and homebound parishioners.
- Schedule and supervise the 25+ ministers.
- Visit Ministry sites to support the ministers and to observe for issues as needed.
- Serve as a substitute Minister as needed.
- Provide initial in-home visits to homebound parishioners requesting services and schedule the ministry team for ongoing visits.
- Plan and facilitate on-going training of current and new Minister of Care volunteers. This includes required half-day training every 3 years and a morning of reflection on off years.
- Attend monthly Pastoral Care team meetings.
- Participate in planning Pastoral Care events including St. Dymphna Mass.
- Serve as Coordinator for the Versiti Blood Drive three times a year.

Skills & Competencies

- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church, St. Thomas the Apostle Catholic Church and the Diocese of Joliet.
- Knowledge of Catholic doctrine and experience in leading Communion and Prayer Services.
- Ability to lead and collaborate with parish staff, clergy and volunteers.
- Strong communication, organization and administrative skills.
- Flexible hours to respond to parishioner and ministry needs.

Note: This job description is not intended to be all-inclusive. Other related duties may be assigned to meet the ongoing needs of the organization.

Salary

Compensation is \$22.00 per hour.

Benefits

Paid personal leave days

To apply for this position, please send all inquiries to nkratz@stapostle.org. Please reference Pastoral Care Ministry Coordinator in the subject line of email.