

**Job Title:** Pastoral Associate  
**Reports to:** Pastor  
**Status:** Full-Time, Exempt  
**Benefit Status:** Benefits eligible  
**Start Date:** July 1, 2022

### **Introduction**

St. Thomas the Apostle Catholic Church and School is in the Hyde Park neighborhood of Chicago five miles south of downtown. St. Thomas the Apostle is a parish of the Archdiocese of Chicago. Founded in 1869, our parish has a rich history of proclaiming the Gospel and walking with people as they grow in their relationship with Jesus Christ. Our parish motto is *God's people in extraordinary variety!* which highlights the rich diversity (racial, socio-economic, and state of life) of our parishioners. During the 2021-2022 school year, our parish school had an enrollment of 317 students.

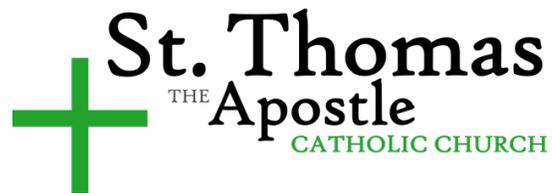
St. Thomas is located near the University of Chicago, Catholic Theological Union, Lutheran School of Theology, McCormick School of Theology, and the Divinity School at the University of Chicago. A unique feature of St. Thomas is the many religious communities of men and women who live in our neighborhood and worship at the parish.

### **Position Summary**

The Pastoral Associate will assist the pastor with the overall care of the parish. The ministry of the Pastoral Associate is comprehensive, relating to various aspects of parish life as designated by the pastor and works to help further the mission of the Church in the parish and in the local community.

### **General Duties and Responsibilities:**

1. Collaborate closely with the pastor, under his supervision, and other members of the parish staff in the overall pastoral ministry of the parish.
2. Collaborates in the overall process of parish administration including, but not limited to: needs assessment, pastoral planning, staff development, education, enrichment, decision-making, implementation, communication, budget management.
3. Provides spiritual direction, pastoral counseling, develops and/or participates in retreats.
4. Assists the pastor in developing deepening a social consciousness among staff and parishioners.
5. Assists pastor in selection process for new staff members and volunteers.
6. Participates in the recruitment, training and formation of volunteers as needed for specific ministryministries.
7. Collaborates with the Coordinator of Faith Formation, principal, and other ministers for faith formation, youth, and young adult ministries and all parish sacramental formation.
8. Collaborates with the Director of Liturgy for the initial and ongoing training and formation for liturgical ministers.
9. Assists with or leads ministry to persons in crisis.
10. Develops programs and ministries for the spiritual enrichment of the parishioners.
11. Provides assistance to parishioners for spiritual care and parish projects.



12. Cooperates with the parish pastoral council.
13. Participates in regular staff meetings.
14. Networks with local community resources.
15. Engages in the initiation of new members in the parish community and in the processes of evangelization and renewal.
16. Attends cluster, deanery, vicariate, archdiocesan and ecumenical meetings as required.
17. Leads communal prayer and preaches when pastorally and canonically appropriate.
18. Assists with the Christian Initiation process through teaching and accompaniment.
19. Helps fulfill the companionship and sacramental needs of homebound, hospitalized, and nursing home patients.
20. Assists with other duties as assigned.

**Requirements:**

- Masters of Divinity or appropriate related degree
- Practicing and engaged Catholic
- High level of professional and ethical conduct
- Strong organizational, interpersonal, and collaborative skills
- Compassionate presence for parochial ministry

Interested candidates who meet the qualifications should send a cover letter, resume and 3 professional references to Fr. Michael Trail, pastor at [frmtrail@stapostleparish.org](mailto:frmtrail@stapostleparish.org)