

Now Hiring!

Pastoral Care Ministry Coordinator

This is a **part-time position** as a **Ministry Coordinator for the Pastoral Care Department** at St. Thomas the Apostle Church in Naperville IL. This position requires approximately **20-25 hours a month, with a flexible schedule** at \$22.00/hour. On and off-site responsibilities are required.

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:

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.

Interested applicants please contact Nancy Kratz, Ph.D., St. Thomas Pastoral Care. 630-355-8980x104, nkratz@stapostle.org