

**PASTORAL ASSOCIATE POSITION  
DIOCESE OF OGDENSBURG  
2002**

**BRIEF DESCRIPTION:**

A Pastoral Associate is a layman, laywoman, deacon or religious who is associated with the pastor in the broad pastoral care of a parish. The associate is hired by the pastor, in consultation with his parish pastoral council and with reference to Diocesan Guidelines. S/he is directly responsible to the pastor and works in common counsel and endeavor with him.

**PERSONAL REQUIREMENTS:**

1. The candidate is to be a practicing Catholic who possesses a fidelity to the Catholic faith and traditions of the universal Church and the local diocesan church.
2. The candidate shall be in good physical and psychological health and shall possess personal qualities that exhibit a prayerful spirit, maturity, sound judgment, initiative, and adaptability.
3. The candidate shall have demonstrated in his/her previous parish positions good leadership skills, administrative ability, and a facility in interpersonal relationships.

**SKILLS, COMPETENCIES:**

1. Is able to work collaboratively
2. Is able to communicate effectively in both one-to-one situations and in groups
3. Is willing to deal with conflict, to recognize the need for resolution of conflict and to facilitate reconciliation
4. Is able to demonstrate good oral and written communication skills
5. Is able to develop and administer programs as appropriate
6. Is flexible and adaptable to situations, schedules and needs
7. Is discreet and maintains confidentiality
8. Is able to make decisions and delegate tasks
9. Is open to continued education/formation and participation in activities of the parish and diocese.
10. Is familiar with diocesan policies and procedures

**EDUCATION:**

1. Undergraduate and/or graduate coursework with concentrations in Pastoral Ministry, Theology, or Religious Studies; degree preferred.
2. A basic understanding, appreciation and integration of Sacred Scripture, Christology, the Church, Sacramental Theology
3. Parish experience
4. Leadership experience

**(OVER)**

**EMPLOYMENT:**

1. The initial contract for pastoral associates will be given for one year. Specific elements of the contract will be negotiated at the parish level consistent with current diocesan guidelines for the compensation of religious and lay personnel.
2. Pastoral associates will have a job description developed collaboratively with the pastor.
3. Pastoral associates will be expected to participate at the parish level in an annual evaluation/assessment of their service.