

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

Date Prepared: March 21, 2022

Date Issued:

Date Revised:

Approved By:

Approved By:

POSITION TITLE: Pastoral Care Ministry Coordinator

ELSA STATUS: Non-Exempt Full-time

DEPARTMENT/PROGRAM: Office for Family Life

REPORTS TO: Director of the Office for Family Life

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS: Priests, deacons, pastoral care ministers, parish staff, parishioners, Catholic Charities, healthcare professionals, local non-profit organizations and agencies (e.g. NAMI, County of Orange, Be Well OC).

PRIMARY PURPOSE: to develop, implement, and sustain Caring for the Whole Person ministries for the Diocese of Orange. Caring for the Whole Person ministries are those pastoral care areas where healthcare and spiritual care merge, such as end of life, advance care planning, mental health, fertility and pregnancy loss, disability, and other related life issues.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Minimum 3 years of experience working in Catholic ministry or Catholic healthcare.
- Strong organizational and communication skills, program and volunteer management.

DESIRED:

- Master's degree in social work, public health, nursing or related field
- Familiarity with the Diocese of Orange, Catholic healthcare and health agencies in Orange County, Church programs, and the principles and teachings of the Catholic faith, especially knowledge of the Ethical and Religious Directives for Catholic Health Services and Vatican and US bishops' teaching on end of life, beginning of life, and dignity of life.
- Certification in Mental Health First Aid.
- Language skills in addition to English (Spanish or Vietnamese preferred).

PHYSICAL REQUIREMENTS: Must be able to drive own vehicle.

EQUIPMENT OPERATED: Computer, multi-line phone, projector

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. Caring for the Whole Person Initiative (CWPI) Ministry to the sick and those at the end of life and their caregivers: Develop and scale parish-based ministry models that pastorally care for the aging and the ill as well as their families and caregivers.

A. Organize and activate parish-based leaders. Create and adapt resources and training materials for these leaders and as needed by parishes and families.

B. Coordinate on-going assessment of effectiveness of Caring for the Whole Person initiatives and programs. Work closely with community partners and volunteers and other leaders to develop and implement improvements and new strategies as needed.

C. Coordinate regular communication and formation opportunities for parish ministry leaders, provide space for mutual spiritual support, to build community, and to share best practices and resources.

D. Provide and/or coordinate educational trainings on advance care planning, accompaniment, Catholic social teaching, and other related pastoral care issues.

E. Organize and guide the Diocesan Caring for the Whole Person leadership committee on priorities, taskforce action, and collaborative opportunities.

2. Mental health ministry: Sustain and grow parish-based mental health ministries.

A. Carry out leadership training programs for parishes aimed at developing leaders and ministers who can then establish parish-based mental health ministry teams to raise awareness and conduct activities that will promote overall mental health and decrease isolation of those suffering from mental illness and their families.

B. Conduct surveys to assess parish needs and current engagement levels and to evaluate outcomes. Adjust ministry activities, training, and support structures based on evaluation.

C. Monitor and support mental health ministry leaders and volunteers at each participating parish, assist with recruiting volunteers, and facilitate shared learning across parish communities among mental health ministers.

D. Assist parish ministries in bringing destigmatizing information about mental health to their communities, encourage engagement with and study of the “Hope and Healing” Pastoral Letter from the Bishops of California by existing parish groups, and provide other tools to educate and promote mutual support and understanding around mental health in parish and school communities.

E. Provide and/or coordinate ACEs Interface: Building Self-Healing Communities training and Mental Health First Aid (or equivalent training modules) at parishes and Catholic schools.

F. Serve on the Mental Health Advisory Board of the Diocese of Orange and as a member of the Diocese of Orange chapter of the Association of Catholic Mental Health Ministers.

3. Prenatal/perinatal support and healing after loss: Coordinate and manage the Diocese of Orange’s post-abortion healing ministry, Hope & Healing After Abortion (called Project

Rachel by the USCCB).

A. Intake of callers and messages to the hotline and email inbox. Assign companion ministers and act as a liaison between the caller and companion minister as needed.

B. Establish a database of records and information system pertaining to this ministry, including roster of companion ministers, priests committed to providing the sacrament of reconciliation, confidential records of persons served, assessments.

C. Determine training, support, and resource needs for companion ministers.

D. Work with the Director of the Office of Life, Justice & Peace to coordinate program promotion, training opportunities, leadership resources, and partnerships with local life-affirming organizations.

4. Other duties in support of pastoral care ministries in the Office for Family Life:

A. Communicate effectively with parishes, priests, and other diocesan departments as well as other community partners to carry out these ministry programs and regarding health ministry in general (in-person meetings/trainings, email, phone, e-newsletters, website).

B. Develop and maintain a directory of local and national services available to the aging, disabled, and ill and their families in the Diocese of Orange.

C. Serve as a spokesperson on issues pertaining to Caring for the Whole Person ministries. Represent the Diocese of Orange on various committees, teams, and at regional and national meetings as requested.

D. Build and develop relationships with Catholic healthcare providers and chaplains, service providers in related organizations, Catholic Cemeteries, Catholic Charities, St. Vincent de Paul Society, and other Diocesan departments and agencies to support Caring for the Whole Person ministries.

E. Act as a liaison between the Diocese of Orange and the USCCB Secretariat for Pro-Life Activities, National Catholic Partnership on Disability, Catholic Health Agency, Alliance for Catholic Healthcare, California Catholic Conference of Bishops, and other (Arch)dioceses.

F. Identify additional funding opportunities and grants to support and expand diocesan and parish pastoral care ministries; with the Director of OFL, obtain such funding and fulfill reporting requirements.

G. Utilize detailed knowledge of Catholic social doctrine, Catholic leaders and organizations, current events, and legislative priorities to recommend program priorities for OFL with respect to Caring for the Whole Person ministries. Respond to new initiatives and strategy as needed to meet the pastoral care needs of the Diocese of Orange community.

H. Perform other work-related tasks as necessary.