

## St. Ladislav Parish

### Job Description- Minister of C.A.R.E.

**Basic Function:** The Minister of C.A.R.E. (Cherishing And Respecting Everyone) reports to the Pastor. This minister works in conjunction with the other pastoral staff to achieve the overall parish mission. The primary function is to provide/ coordinate the spiritual care of the home bound and the hospitalized parishioners, as well as the residents of our local nursing facilities.

#### **Responsibilities:**

- Provides for the regular reception of the Holy Eucharist by our homebound, hospitalized parishioners and local nursing facility residents.
- Coordinate the reception of the sacrament of the Anointing of the Sick when individually requested and at least yearly at our nursing facilities. Record all anointings.
- Recruit, train, schedule, motivate and evaluate volunteers for the ministry.
- Support the bereaved members of the parish.
- Coordinate the wellness ministry, sharing health information in a variety of ways.
- Educate the parish about the ministry.
- Attend all staff meetings and participate in parish programs.
- Work in cooperation with St. Bernadette as the opportunity arises.
- Be involved in Diocesan and other regional support groups.

#### **Education:**

- Minimum college degree with major in theology or ministry
- Master of Theology or ministry preferred.

#### **Required Certification:**

- Certified lay ecclesial minister in the Diocese of Cleveland preferred.

#### **Requirements:**

- Active membership in the Roman Catholic Church and an understanding of its traditions and teachings.
- Knowledge of the theology of the sacrament of the Anointing of the Sick, sacrament of Reconciliation and Eucharist in accord with the present rites, norms and teachings of the church.
- Knowledge/ skills in spiritual and psycho- social assessment of illness, suffering and death.
- Knowledge of the dying Process.

- Knowledge of end of life issues in the highly technical medical world as well as the church's teachings in the same arena.
- Knowledge of the stages of grief.
- Knowledge of community services available for the homebound elderly.
- Compassion for the sick and the elderly.

**Skills:**

- Excellent organizational and communication skills, both verbal and written.
- Appropriate proficiency in the use of Microsoft Office and Publisher.
- Ability to work collaboratively with the pastor, staff and community.

**Job Details:**

- Valid Ohio Driver License
- Proof of \$100,000/300,000 auto insurance coverage
- CPR certification preferred

**Physical and Environmental Demands:**

- Ability to sit/stand 85% of the time
- Must be able to climb stairs
- Must have correctable vision
- Must have correctable hearing to be able to participate in a normal conversation
- Must present professional appearance at all times

DRAFT 2

May 1,2012; June 29, 2012

H/Mary Ellen/EmilyCzech/jobdescription