

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: OLA Pastoral Care Minister**

**POSTED DATE:** 9/29/2021

**LOCATION:** Greenfield, WI

**DEPARTMENT:** Pastoral Care

**GENERAL STATEMENT OF DUTIES:**

The Pastoral Care Minister is responsible for providing for the spiritual needs of the Sisters at Our Lady of the Angels, Inc., a co-sponsored ministry committed to serve our community members living with memory loss by providing quality, specialized, person-centered care in a compassionate and enriching environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develops goals and objectives for person-centered pastoral care in a compassionate and enriching environment (mission of OLA).
2. Follows policies and procedures established by the Board of Directors.
3. Collaborates with the Administrator, staff and volunteers to ensure a positive work environment as related to the spiritual needs of the residents.
4. Maintains a high level of confidentiality generally expected of someone in a ministerial role.
5. Visits new residents as soon as possible after admission.
6. Visits residents who are hospitalized and residents admitted to a rehab setting. If unavailable, coordinate other volunteers to do so.
7. Listens to residents with empathy and gives spiritual counsel as needed.
8. Assists residents in adjusting to diminishment and other aspects of aging and illness.
9. Assists residents in their life journey with a compassionate presence.
10. Arranges for opportunities to celebrate the Sacraments of Anointing and Reconciliation with a priest on a periodic basis as well as in times of health crisis.
11. Works with the OLA Office Coordinator to make arrangements for the reception of the Eucharist by scheduling priests for the celebration of Mass and scheduling volunteers to lead Communion Services. This includes overseeing the payment of priests for their ministry as well as the recruitment of volunteers who have the skills and ability to reflect upon scripture and lead residents in prayer. The Pastoral Care Minister participates in preparing and leading communion services.
12. Arranges for the services of a musician for liturgy when possible.
13. Oversees the selection of liturgical music for Mass and Communion Services through the efforts of qualified volunteers.
14. Maintains sacristy, all supplies and the chapel décor. This includes host and wine, blessed oil, linens, and microphone system.
15. Creates and leads short periods of reflection, discussion and prayer pertaining to the liturgical year and celebrations specific to residents' religious congregations.

16. Supports and facilitates as needed residents' involvement in opportunities to communally reflect upon Sunday Scriptures, and to pray the rosary and morning Office.
17. Offers short periods of reflection/retreat according to the needs/abilities of the residents.
18. Prepares and leads a wake or memorial service at OLA when a sister dies.
19. Oversees and guides the volunteers who serve in a ministry role at OLA, i.e., Sacristans and Communion Leaders.
20. Supports and encourages resident involvement in liturgy according to their interests and abilities. This includes support and supervision of residents who serve as accompanists for liturgies. Supports and supervises residents who serve as lectors for liturgies.
21. Attends professional programs to keep informed on the latest pastoral care developments.
22. Develops a budget for Pastoral Care at OLA in conjunction with the Administrator.
23. Must have the knowledge and compassion to deliver spiritual guidance that is appropriate for each individual.

**EDUCATION AND EXPERIENCE:**

- Candidate will be in good standing with the National Association of Catholic Chaplains or will have a work history working as a Spiritual Director with familiarity of liturgical services preferred
- 5+ years of experience in Pastoral Care
- 2+ years of experience in meeting the needs of elders. This may include: memory loss, the sick, the terminally ill and dying.
- Must hold a valid Wisconsin Driver's License and car insurance

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must possess attentive listening skills and have a compassionate, kind-hearted disposition
- Knowledge of Microsoft word, excel and outlook.
- Ability to submit monthly payments for Pastoral Care
- Ability to recruit and train volunteers
- Ability to maintain a network of Community contacts, organizations and volunteers to ensure members have access to helpful resources.

**JOB TYPE:** Full-time/Exempt/40 Hours Per Week

**BENEFIT ELIGIBLE:** Medical, Dental & Vision Insurance, Short-term Disability & Long-term Disability Benefits, Life Insurance, 403B Retirement Benefits, Generous Paid-Time-Off Benefits & Holiday Pay

**If you are interested in this position please complete an application.**

**If you have any questions contact:**

**Lindsey Van Beck, Human Resources**  
**Phone Number: 414-975-0007**  
**Email: [ivanbeck@ssndcp.org](mailto:ivanbeck@ssndcp.org)**