SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Community Coordinator – Pastoral Care – Benedictine Living Community

Date: 7/24/2026

Location: Benedictine Living Community – Shakopee, MN

Department: Residence

General Summary: The School Sisters of Notre Dame (SSND) Pastoral Care Community Coordinator ministers to the sisters in residence at Benedictine Living Community (BLC). The Pastoral Care Community Coordinator is responsible for seeing that the pastoral and spiritual needs of the sisters living at BLC are met. The Pastoral Care Community Coordinator collaborates with the other Community Coordinators, the Provincial Council, SSND Finance Office, SSND Transportation Office, BLC administration, and families of the Sisters.

Essential Duties and Responsibilities

- Performs duties in a manner that is consistent with the mission, values, and policies of the SSNDs.
- Conduct oneself in a professional manner.
- Maintain positive relationships.
- Visits with sisters on a regular basis.
- Serves as a pastoral presence to the sisters by interacting with the individual sisters listening to joys, concerns, questions, etc.
- Be able to assess spiritual preferences and needs to provide support and resources.
- Organizes and plans all spiritual activities, e.g. annual retreat, monthly reflection days, anointing of the sick – with approval of BLC spiritual care, communal reconciliation – with approval of BLC spiritual care, Sunday A.M. prayer, seasonal prayer – advent/lent.
- Coordinates worship & prayer aids.
- Facilitates small group prayer – IL/AL/MC.
- Supports sisters in transitioning from one level of care to another.
- Provides supportive care for sisters during the dying process.
- Assists with funeral arrangements and carrying out funeral services.
    - Assures sister has funeral plans in file.
    - Prepares the program for the sister's funerals.
- Manages online opportunities (assembly, workshops, etc.).
- Plans special days (House Jubilees, Foundation Days, Birthdays, etc.)
- Attends staff weekly meetings.
- Works with BLC spiritual care representative.
- Participates in the on-call rotation for nights and weekends.
- Perform other duties as assigned.

Education and Experience

- Bachelor's degree in social work, relatable faith-based degree or healthcare degree preferred
- Experience working in a religious setting or having a religious background is preferred
- Completion of a Clinical Pastoral Education program or equivalent preferred

Knowledge, Skills and Abilities

- Interest and desire to work with our senior sisters, preferably having a background in social work, social services, and/or elder care
- Understanding of aging process, issues of diminishment, and dementia
- Flexibility and patience, sense of humor and cheerfulness
- Must be a strong team player that works well in a collaborative environment
- Strong organizational skills
- A desire and ability to learn more about School Sisters of Notre Dame charism and willingness to embrace the SSND mission
- Ability to work on-call
- Valid Driver's License

Job Type: Full time, Exempt, 40 hours per week

Benefit Eligible: Medical, Dental & Vision Insurance, STD, LTD & Life Insurance, Supplemental Life Insurance, 403b Benefits, Paid-time-off and Holiday Pay

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

If you have any questions, contact:
Lindsey Scales, Human Resources
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