



Pastoral Associate

INFORMATION PACKET FOR APPLICANTS

Job Posting | Jan. 6, 2026

The complete job description begins on the next page >

Holy Trinity Parish in Comstock Park is discerning who will serve as its next Pastoral Associate. The successful candidate is an enthusiastic disciple of Christ who seeks to learn and grow closer to the Holy Trinity by working closely with the pastor to support parish ministries that are pivotal in the life of a Roman Catholic from birth to death and beyond.

The position is full-time with benefits and great flexibility, while also requiring availability many weekends and evenings. If necessary, the duties of the position could be modified to better align with a viable candidate's skills, education and availability.

Perched among the ridges just a mile from bustling Alpine Avenue, Holy Trinity Parish has cultivated faith and shared its fruits since 1848. The parish and its school serve both rural and urban families in a culture marked by humility and generosity. The parish has more than 500 families whose tithing, tuition and other fundraising efforts support a ministries budget of more than \$1.6 million.

COMPLETE JOB DESCRIPTION at HolyTrinityCP.org/about/job-opportunities

To apply:

SEND PDF THAT INCLUDES:

1. Cover Letter; 2. Resume; 3. Work History; 4) Salary Expectation; 4) References
2. Subject Line: Pastoral Associate
3. To: FrChris@HolyTrinitycp.org

Applications will be treated as confidential.

The search will continue until the position is filled.

PASTORAL ASSOCIATE



Purpose of this Position

“Whatever you did for one of these least ones of mine, you did for me.” ~ Matthew 25:40.

The Pastoral Associate is a servant-leader who works closely with the pastor to accompany and catechize parishioners at pivotal moments of their lives and leads ministries that tend to “the least” among us, especially the homebound, the sick, the dying, the grieving, the poor—and those who care for them.

In addition, the Pastoral Associate coordinates Holy Trinity’s Order of Christian Initiation (OCIA) process, provides opportunities for Adult Faith Formation and assists the parish’s liturgical life by overseeing the training and scheduling of liturgical ministers.

As a member of the parish core staff, this individual has a very significant role in supporting the parish’s overall mission of cultivating faith and sharing its fruits.

Reports to: Pastor

Collaborates with: Parish Staff, deacon, committees and volunteers

Supervises: Parish volunteers

Status: Full-time | Salary, exempt

ESSENTIAL RESPONSIBILITIES AND TASKS

Pastoral Care and Outreach:

1. Manages Holy Trinity’s pastoral care and outreach efforts to the homebound, sick, dying, grieving, and poor. Supports parish volunteers who participate in Corporal and Spiritual Works of Mercy via an array of ministries, such as Extraordinary Ministers of Holy Communion to the homebound.
2. Provides guidance to LIFT (Ladies in Faith Together), Christian Concerns Committee and Women’s Guild as staff liaison. Aligns the groups’ goals with parish needs.
3. Partners with the pastor and others in ministering to hospitalized and homebound parishioners by providing for their pastoral and sacramental needs. Strengthens ties between the parish community and those in need through the prayer line, get well cards, visits, meal ministry and other efforts.
4. Lends support to caregivers in the parish, providing a listening ear and connections to appropriate resources.
5. Facilitates the grieving process prior to and after death by providing a compassionate presence. Catechizes and guides parishioners with planning or pre-planning funerals.

6. Participates in the Funeral Mass. When needed, leads vigil services, funeral liturgies outside of Mass and graveside rites. Coordinates funeral luncheon ministry.
7. Oversees the parish's grief support ministry.
8. Serves as a resource to the community, such as the Comstock Park Community Outreach organization.
9. Assists as on-call staff for pastoral emergencies when pastor is not available.
10. Completes other duties as assigned.

Christian Initiation and Sacramental Preparation:

1. Fosters catechesis of the whole community regarding the role of every Catholic in the ministry of Christian initiation and evangelization.
2. Plans and coordinates the Christian Initiation Calendar, including inquiry opportunities and catechetical experiences pertinent to the periods of Christian initiation and the liturgical year.
 - a. Develops ministerial relationships with participants and their families in the Christian initiation process, including inquirers, sponsors, catechumens, candidates for full reception, the elect and neophytes.
 - b. Partners with the pastor and Director of Faith Formation with the initiation of children who have fallen behind their age group on their sacramental journey.
2. Partners with the pastor to provide catechesis for parents seeking the baptism of their infants and in the scheduling of baptisms.
3. Assists the pastor in preparing engaged couples for the Sacrament of Matrimony.

Worship and Adult Faith Formation:

1. Assists in training those serving in various liturgical ministries (lectors, Extraordinary Ministers of Holy Communion, etc.).
 - a. Coordinates an annual gathering of liturgical ministers to stimulate their spiritual growth and service.
2. Oversees the scheduling of liturgical ministries for Sunday and Holy Day Masses.
3. Collaborates with the pastor and Director of Faith Formation to provide parish opportunities for Adult Faith Formation.
 - a. Provides leadership for adult scripture study and faith sharing.

Administration:

1. Promotes stewardship of parish resources by developing and following an annual budget in collaboration with the parish business manager.

Qualifications

1. Bachelor's degree in a related field and two years' experience in a helping profession is preferred. Any combination of education and experience totaling six years is necessary.
2. Manifests a deep faith in Jesus Christ that is yoked to the practice of the Roman Catholic faith, coupled with humility, humor and moral character.
3. Familiarity with or seeks to learn the Church's sacramental rites, especially the Pastoral Care of the Sick, the Order of Christian Funerals, and Order of Infant Baptism.
4. Appropriate certification and clear criminal background checks required.
5. Flexible schedule with availability for occasional pastoral emergencies, evening and weekend duties.

Skills and Abilities

1. Keen listener, learner and communicator with ability to empathize with those who are suffering and respond graciously in ways that convey our Roman Catholic faith.
2. Demonstrate strong organizational skills, including event planning and project management.
3. Recruit, motivate, coordinate, and engage volunteers.
4. Respect personal boundaries and maintain confidentiality.
5. Proficient in use of technology, including Google and Microsoft software: i.e. Drive, Docs, Word, Sheets/Excel and social media.
6. Collaborative working style.