

ST. PHILIP CATHOLIC CHURCH

Pastoral Associate

St. Philip Church, located in historic downtown Franklin, TN, about 20 miles south of Nashville, is a well-established parish of over 1,500 families (English and Spanish speaking) with a talented and energetic staff and volunteer base. We are seeking candidates to fill the position of Pastoral Associate. This position is full-time with a regular but flexible schedule to accommodate weekend and evening work.

Reporting to the Pastor, the Pastoral Associate will work with the Pastor to foster a sense of community in the parish where all members feel a sense of belonging to each other, the parish and the larger Church. This individual will work closely with the pastor to provide pastoral care for individuals suffering from illnesses, grief, family crises and other similar situations.

Education/Experience:

- Bachelor's Degree in theological or religious studies or equivalent education/experience with particular focus on pastoral ministry.
- Prior experience in a multi-cultural parish setting
- Ability to communicate in both English and Spanish

Other Skills or Requirements:

- Roman Catholic in good standing and a willingness to become an active registered member of Saint Philip Church
- Appropriate self-knowledge and ability to share the Catholic faith
- Commitment to the mission of the Church
- Respect for cultural and ethnic diversity of the parish
- Demonstrated ability to develop and administer programs to meet the needs of the parish
- Effective communication skills
- Ability to work within parish structures and policies.
- Ability to work collaboratively with staff, volunteers and parishioners
- Self-starter with the demonstrated ability to recruit and mobilize volunteers
- Good organizational skills with ability to prioritize and be flexible.
- Proficient computer skills and demonstrated ability to work with social media

Competitive salary based upon qualifications and experience with excellent benefits package. All candidates must satisfactorily complete a criminal background screen and comply with Diocesan Safe Environment policies. Email resume with cover letter to: employment@stphilipfranklin.com. No phone calls please.

POSTING DATE: July 8