

## **JOB POSTING INFORMATION:**

**POSITION DESCRIPTION - DIRECTOR OF PASTORAL CARE, CHURCH OF ST. JOSEPH, WEST ST. PAUL, MN.** (exempt) 40 hrs./week, 12 mo. Director will assist the Pastor to manage Pastoral Care (including services to individuals, funeral ministry, senior care, parish nurse) and other parish service and justice programs. The Director provides work direction to Pastoral Care volunteers and to the pt. volunteer Parish Nurse, and works with the Pastoral Care Advisory Committee. The Director will be a member of a staff Directors team, working collaboratively to implement the vision and mission of the church. Working with volunteers is a privilege of this position: the Director will further develop groups of volunteers to assist in the ministries of the parish, and actively works with A Community Caring for Life, BeFRienders, Faith and Light, Funeral Hospitality, Homebound/ Hospital Ministry, Health Ministries, Grief Ministry, Loaves and Fishes, Meals on Wheels, Ministry to Military Families, Prayer Shawl Ministry, Senior Adult Ministry, DARTS, Wakota Life Center.

## **INSTITUTION DESCRIPTION: CHURCH OF ST JOSEPH**

The Church of Saint Joseph of West Saint Paul, Minnesota was founded in 1942 when "Sloppy Joe's" tavern was remodeled and expanded to become the first St. Joseph's church. A new church and bell tower were dedicated on October 9, 1988. The current Church seats 1,200. We are a parish of over 1,900 households.

Worship is central to parish life at St. Joseph's. With nine weekday Masses, a weekly school Mass, four weekend Masses, daily Sacrament of Reconciliation and Perpetual Adoration, our priests are busy! All else that we do stems from the principle that prayer and worship remain central to our parish life.

Our commitment to Catholic education is the most visible and, perhaps, the largest ministry at St. Joseph's. With over 700 students attending pre-school through eighth grade annually, our parish campus is alive with youthful spirit. Our spiritual commitment has manifested itself notably with several St. Joseph's graduates enrolling at the St. Paul Seminary and in religious orders. In May of 2010, the parish welcomed the newly-ordained Rev. Alex Carlson, a long-time parishioner and parish school graduate, for his first Mass. We also actively support such parish ministries as RCIA, Youth Group, Pastoral Care, Senior Adult Ministry and a wide-reaching Faith Formation program including Adult Faith Formation, School-Age Formation and Catechesis of the Good Shepherd. Nearly 400 students are enrolled in Faith Formation classes from kindergarten through grade twelve.

Finally, we are defined by the dedication and generosity of our parishioners who support every facet of parish life at St. Joseph's, including involvement in an extensive number of parish organizations and outreach programs. We're proud to say a lot is happening at St. Joseph's and look forward to a bright future of growth, goodness and continuing to live out God's Word. See our website at [www.churchofstjoseph.org](http://www.churchofstjoseph.org)

**COMMUNITY DESCRIPTION - WEST ST PAUL/MENDOTA HEIGHTS** West St. Paul is the most northern City in Dakota County, just south of the State Capital, St. Paul. It is a mature, first ring suburb focused on preserving a community of excellence. With a population of approximately 19,000, our five square mile community has an active commercial and retail district with over 600 businesses and the peaceful tranquility of a rural community with its fifteen parks. The Church of St. Joseph of West St. Paul also draws many of its parishioners from Mendota Heights, another first-ring suburb of 11,000 residents. Mendota Heights' residential neighborhoods are nestled among mature wooded settings, lakes, wetlands, nature preserves and the Mississippi and Minnesota River bluffs. Approximately 25% of the city's 10 square miles has been reserved for business development. The West St. Paul-Mendota Heights area enjoys close proximity to an extensive system of local and regional parks, the Minneapolis-St. Paul Airport, the Mall of America and convenient access to the regional highway system.

## **APPLICATION INSTRUCTIONS:**

Deadline Monday July 26, 2010, 4:00 PM. Apply in writing only: CHURCH OF ST. JOSEPH – DIRECTOR OF PASTORAL CARE SEARCH COMMITTEE, 1154 SEMINOLE AVENUE, WEST ST. PAUL, MN 55118 OR SEARCHCOMMITTEE@CHURCHOFSTJOSEPH.ORG. You can also fax an application to Search Committee 651-451-1272.