

**ARCHDIOCESE OF CHICAGO
PARISH PASTORAL ASSOCIATES
Job Analysis Worksheet**

To be used in determining the salary for a Pastoral Associate starting in a new parish, or when there is a significant change in experience, responsibilities, education or certification. This form may be used for a person who has responsibility for the total or parts of a parish pastoral ministry programs.

Pastoral Associates are actively involved staff members of the parish with responsibilities relating to parish administration, planning, decision-making and general management. However, with each parish, the specific duties and responsibilities are delegated based on the needs of the congregation, size of the parish staff and abilities of the Pastoral Associate.

PARISH: _____

PASTOR: _____

PASTORAL ASSOCIATE: _____ **DATE:** _____

STEP ONE: In dialogue with your pastor, determine your job evaluation points for the following factors:

FACTOR ONE: EDUCATION *(Complete Parts A, B & C)*

PART A: Formal and Ministerial Education *(Circle ONLY the highest level attained)*

- BS or BA, non-religious major 10
- Completion of Lay Ministry program, Diaconate program, or other extensive non-academic, formalized ministerial training 15
- Archdiocesan Catechist Certification 15
- BS or BA, with major in theology, education, pastoral studies, or relevant to position 20
- Advanced Certificate in Pastoral Ministry, Catechetical Leadership, Social Work, or relevant to position from a Catholic Institution or diocese. 25
- Master's Degree in Religious Education, Theology, Pastoral Studies or other related field relevant to position. 30
- Two relevant Masters' degrees, or Doctorate of Ministry or one related to position 35

Points Part A: _____

PART B: Professional Certification

The Office for LEM has developed a comprehensive certification process, based on the *USCC National Certification Standards for Catechetical Leaders*, for Pastoral Associates. Points are awarded to those Pastoral Associates who have successfully completed the certification process and maintained their certification.

- Archdiocese of Chicago Certification: 20

Points Part B: _____

PART C: Ongoing Professional Education *(Mark all those applicable completed during the last three years, not to exceed 15 points)*

- Approved retreat of 3 full days or longer *(3 points, maximum 5 points)* _____
- Attendance at Archdiocesan & National Leadership Days and Conferences: _____
 _____ Pastoral Associates Leadership Gathering *(1 point per full day)*

- ___ Pastoral Council Leadership Day (1 point)
 - ___ Theological Intensive (4 points)
 - ___ Chicago Catechetical Conference (1 point per day)
 - ___ Festival of Faith (2 points per day)
 - ___ National Conferences relevant to ministry: (2 points per day, with a maximum of 10 points)
 - Participation in ministry related workshops or institutes (1 point) _____
 - Auditing a graduate course (2.5 per course maximum 10 points) _____
 - Successful completion of:
 - ___ A graduate or post graduate course for credit, related to ministry (5 Points)
 - ___ Catechetical Leadership Certificate Program (4 points)
 - ___ Chicago Catholic Scripture School (2 points per year)
 - ___ Liturgy Institute Certificate Program (LIC) (4 points)
 - ___ Pastoral Ministry Certificate (4 points)
 - ___ Clinical Pastoral Education (CPE) or other relevant to ministry (4 points)
- Points Part C:** _____

Factor One: Education: (Parts A, B & C, not to exceed 60 points) Total Points: _____

FACTOR TWO: EXPERIENCE (Complete Parts A or B)

PART A: Experience as a Pastoral Associate, Youth Ministry Leadership or Catechetical Leadership, in any diocese or parish with General and Specific Responsibilities as listed under Factor Three. (Circle points for total full and/or part time, not to exceed 20 points)

<u>Years</u>	<u>Full Time</u>	<u>Part Time</u>
1 – 5 completed years	5	2.5
6 – 10 completed years	10	5
11 – 15 completed years	15	7.5
16 and over completed years	20	10

Points: Part A _____

PART B: Previous work in the field of social work, spiritual direction, nursing, education, catechesis, administration, management, training of volunteer catechists, youth ministers and or other ministers. (1 point for every year, maximum of 15 points)

Itemize:	Years
_____	_____
_____	_____
_____	_____
Total years' experience:	_____

Points Part B: _____

Factor Two: Experience (Parts A and B, maximum 20 points). Total Points: _____

FACTOR THREE: MINISTRY RESPONSIBILITIES (Complete Parts A & B)

A maximum of 120 points are given to the Pastoral Associate according to the Responsibilities listed below in Parts A and B. Circle those which apply and add the points related to the responsibility.

- PART A: General Administrative Responsibilities (Circle all that apply)**
1. Assists the pastor in the overall process of the parish administration including needs assessment, pastoral planning, decision-making, budget management, communication and implementation of the parish vision and mission. 5

2. Collaborates with Pastor, Religious Education Director or Coordinator, Youth Minister, Pastoral Council, and other members of parish staff to implement the overall pastoral ministry of the parish. 2
3. Participates in regular Staff meetings, and is a significant presence at primary parish gatherings such as Sundays liturgies and social functions. 2
4. Assists pastor in the selection process for new staff members and in the recruitment, training and formation of volunteers. 2
5. Assists in providing staff development, education and enrichment 2
6. Assist the pastor in developing a social consciousness among staff and parishioners 2
7. Assists the pastor in the process of parish evangelization and renewal and with the initiation of new members in the parish community 2
8. Is available to parishioners for help with personal needs and parish projects 2
9. Relates to cluster, deanery, vicariate, archdiocesan and ecumenical structures as appropriate. 2
10. Facilitates all aspects of Archdiocesan *Safe Environment* programs 4

Points Part A: _____

PART B: Possible Specific Program Responsibilities

The responsibilities listed in each section below were taken directly from the *Pastoral Associate Certification Handbook*. (Circle four points for each one for which you have primary responsibility, or two points for those which you have secondary responsibility)

MINISTRY OF SPIRITUAL LIFE

Responsibility	Primary	Secondary
1. Provides spiritual direction, pastoral counseling and parish retreats.	4	2
2. Leads communal prayer and preaches when pastorally and canonically appropriate.	4	2
3. Develops and facilitates (coordinates) a parish liturgy committee for the purpose of planning Sunday and seasonal parish liturgies	4	2
4. Oversees the Liturgy of the Word for children	4	2
5. Works cooperatively with the parish music director in planning music for liturgy	4	2
6. Prepares or assist in preparing individuals for Sacraments	4	2
7. Plans parish sacramental services	4	2

MINISTRY OF EDUCATION/FORMATION

Responsibility	Primary	Secondary
1. Oversees the RCIA process, including the recruitment and formation of team members	4	2
2. Coordinates and provides training for parish liturgical ministers, i.e. lectors, servers, Eucharistic ministers.	4	2
3. Coordinates family life ministry	4	2
4. Coordinates young adult programs	4	2
5. Coordinates parish adult sacramental programs: (Pre-baptismal, Confirmation, Marriage)	4	2
6. Collaborates with the DRE/CRE, principal and youth minister in ministering to children, youth and adults.	4	2
7. Provides for special needs: (eg: SPREAD, deaf interpretation, etc	4	2
8. Other _____ (specify and add 2or 1 points each)		

MINISTRY OF CARE AND HUMAN CONCERNS

Responsibility	Primary	Secondary
1. Coordinates the ministry of care program, including recruitment, training and formation of ministers.	4	2
2. Provides pastoral care to people in need and crisis in the parish.	4	2
3. Helps fulfill the companionship and sacramental needs of homebound, hospitalized, and nursing home patients.	4	2
4. Acts as liaison with Marriage Tribunal for couples regarding marriage or annulment procedures.	4	2
5. Develops support groups for the widowed, grieving, separated and divorced, or makes referrals to outside groups to provide these services.	4	2
6. Networks with local community resources.	4	2

MINISTRY OF ADMINISTRATION

(Not covered under general responsibilities Part A)	Primary	Secondary
1. Supervises auxiliary personnel. (e.g. office, maintenance, bulletin editor, etc.)	4	2
2. Coordinates the parish census.	4	2
3. Supervises maintenance of parish records.	2	1
4. Oversees maintenance of buildings and grounds.	4	2
5. Other _____ (specify and add 2 points each)		

Factor Three: Responsibilities (Part A & B not to exceed 120 points) Total Points: _____

STEP TWO: Add Up Your Total Points

FACTOR ONE _____
 FACTOR TWO _____
 FACTOR THREE _____
 TOTAL: _____

STEP THREE: Convert the Total Points in Step Two to a Salary Grade

TOTAL POINTS :	GRADE
160 – 200	10
120 – 159	9
80 – 119	8

New Pastoral Associate: Grade: _____

Continuing Pastoral Associate: Previous grade: _____
 New grade: _____

Please check: _____ **Certified** _____ **Called/Commissioned**

STEP FOUR: RELATE THE GRADE ASSIGNED TO THE SALARY SCHEDULE FOR LAY OR RELIGIOUS PASTORAL ASSOCIATES

Please send a copy of this work sheet to the: Office for Lay Ecclesial Ministry, Archdiocese of Chicago P.O. Box 1979, Chicago, IL 60690-1979