



MINISTERS OF CARE COORDINATORS JOB ANALYSIS WORKSHEET

The Coordinator of the Ministry of Care is a professional, trained in the pastoral care of those parishioners and their families who are sick, elderly, homebound, and bereaved.

The Coordinator is responsible for the recruitment, education, and evaluation of ministers who provide prayer, sacrament and a ministry of presence.

The Coordinator of the Ministry of Care is called and graced by God. The individual is commissioned by the faith community to share in the healing ministry of Jesus. The aims of this ministry are: to honor the self in others, to blend the talents and gifts of ministers, to encourage growth, and to work toward the goal of this life-giving ministry for the Glory of God.

Parish:	Pastor:
Minister of Care Coordinator:	Date:

STEP ONE

In dialogue with your pastor, determine your job analysis points for the following factors:

Factor 1: Education (complete parts A and B):

A: Formal Education (circle **only** the highest level attained)

BS or BA, non-religious major (or registered nurse)	5
BS or BA, theology major or related to position (education, social work or the humanities)	8
18 credit hours toward Master's Degree or one-year special certificate in related area	11
Master's Degree related to position (education or the humanities)	14
Master's Degree in pastoral studies, theology, or religious studies	17
Master of Divinity	20
36 hours additional graduate work in related field, equal to a second Master's Degree or work toward doctorate	23
Doctorate related to position	26

Points Part A:

B: Educational Certifications in Ministry Leadership

Archdiocesan certificate in lay ministry, CPE, liturgical or deacon certification/ordination	5
Ongoing formation classes (10 clock hours of education equal one Continuing Education Unit. A maximum of 10 points can be granted in a two-year period for workshops, seminars and special education programs.)	10
Certificate from University of St. Mary of the Lake after completing Clinical Pastoral Education (CPE) for Pastoral Coordinator of Ministers of Care	20

Points Part B:

Factor 1: Education (Parts A and B)**Total Points:**

Factor 2: Experience (complete Parts A and B):**A: Previous experience as a full-time Minister of Care Coordinator** in any diocese. (Circle only one)**Years**

1–2 completed years	5
2–4 completed years	10
5–6 completed years	15
7–10 completed years	20
Over 11 completed years	25

Points Part A:

B: Previous experience (paid or volunteer, full-time or part-time) in education, religious formation or community administration, nursing, social work, or other parish ministry.
(To qualify for previous experience points, the work must have been for a minimum of 20 hours per week, year round.)

Years	Full Time	Part Time
1–3 completed years	7	5
4–6 completed years	10	7
7 or more completed years	15	9

Points Part B:

Factor 2: Experience (Parts A and B)**Total Points:**

Factor 3: Responsibilities , tasks and accountability of the coordinator of the ministers of care
(circle all that apply):

GENERAL DUTIES

Collaborates with the parish staff	2
Conducts research to determine the needs of the community	3
Directs the goal setting and long-range planning of the ministry for the parish	5
Designs and implements programs within the parish	5
Structures a system for parish/hospital communications, visitations, reporting and accountability	5

Establishes a network of community referral resources	2
Is an active participant in Association of Ministers of Care Coordinators of the Archdiocese of Chicago	3
Participates in ecumenical, cluster, deanery and archdiocesan networks for professional support and exchange	2
Maintains accurate, updated pastoral records (reports on ministers of care, Sacramental records, hospital and home visit records)	1
Conducts regular evaluation of their own program	4
Prepares and manages a ministry budget	2

WORSHIP DUTIES

Provides for the regular prayer presence (Holy Communion) for the sick and dying	5
Provides for the Anointing of the Sick and Reconciliation, communal and/or individual, on a regular basis	5
Provides for the ritual recognition of the role of parish Ministers of Care, and regular and ongoing education of the community	3
Serves as a leader of prayer at wakes, meetings, community meetings, chapel services and nursing homes	3

RECRUITMENT AND TRAINING OF MINISTERS OF CARE

Screens, invites, educates and motivates volunteer ministers (provides appropriate resource material)	5
Supports, evaluates and supervises ministers	5
Provides initial and in-service formation and developmental experiences, nurtures the personal and spiritual growth of ministers	5

PASTORAL DUTIES

Holds monthly (or more frequent) meetings with the ministers of care	5
Visits sites of ministers' work	2
Participates directly in the ministry of the sick, grieving, home bound, and nursing homes	10

Factor 3: Responsibilities, Tasks and Accountability of the Coordinator of The Ministers of Care

Total Points:

Factor 4: Discretionary Points (total points to be allocated: 11)

Discretionary points need to be allocated if the Ministers of Care Coordinator have major responsibilities that do not allow them the time to direct activities toward specific parish programs. Special responsibilities such as senior programs, supervision of ministry intern students, leadership of volunteer groups, or supervision of parish staff are eligible for discretionary points. Special personal skills, such as being bilingual, may also receive discretionary points.

Projects and skills assigned discretionary points	Points
_____	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>

Factor 4: Discretionary Points

Total Points:

STEP TWO

Add up your total points

Factor 1:

Factor 2:

Factor 3:

Factor 4:

TOTAL:

STEP THREE

Convert the points to a salary grade

Total Points

Grade

160–200

10

120–159

9

80–119

8

STEP FOUR

Relate the grade assigned to the salary schedule for lay or religious ministers of care coordinators.

STEP FIVE

Complete the performance review in dialogue with the pastor.
