

**ARCHDIOCESE OF CHICAGO  
MINISTERS OF CARE COORDINATORS**

**Job Analysis Work Sheet**

PARISH: \_\_\_\_\_ PASTOR: \_\_\_\_\_  
 MINISTER OF CARE \_\_\_\_\_  
 COORDINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

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.

**STEP ONE:** IN DIALOGUE WITH YOUR PASTOR, DETERMINE YOUR JOB ANALYSIS POINTS FOR THE FOLLOWING FACTORS:

**FACTOR ONE: EDUCATION (Complete Parts A and B)**

PART A: FORMAL EDUCATION (Circle *ONLY* the highest level attended.)

- 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
- Masters Degree related to position (Education or the Humanities) 14
- Masters 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 Masters or work toward doctorate 23
- Doctorate related to position 26

PART B: EDUCATIONAL CERTIFICATIONS IN MINISTRY LEADERSHIP

- Archdiocesan certificate in lay ministry, CPE, liturgical or deacon certification/ordination 5
- On-going 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

**TOTAL POINTS FOR FACTOR ONE: EDUCATION (Parts A & B)**

**1** \_\_\_\_\_

**FACTOR TWO: EXPERIENCE (Complete Parts A and B)**

PART A: Previous experience as a full time Minister of Care Coordinator in any diocese  
(Circle only one)

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

PART 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.)

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

**TOTAL POINTS FOR FACTOR TWO: EXPERIENCE (Parts A & B)**

**II** \_\_\_\_\_

**FACTOR THREE: 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 on-going 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

**TOTAL POINTS FOR FACTOR THREE: RESPONSIBILITIES, TASKS AND ACCOUNTABILITY OF THE COORDINATOR OF THE MINISTERS OF CARE** III \_\_\_\_\_

**FACTOR FOUR: 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.

Please list projects and skills assigned discretionary points:

_____	Points: _____
_____	Points: _____
_____	Points: _____

**TOTAL POINTS FOR FACTOR FOUR: DISCRETIONARY POINTS**

**IV** \_\_\_\_\_

**STEP TWO:** ADD UP YOUR TOTAL POINTS

FACTOR ONE \_\_\_\_\_  
FACTOR TWO \_\_\_\_\_  
FACTOR THREE \_\_\_\_\_  
FACTOR FOUR \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

**STEP THREE:** CONVERT THE POINTS TO A SALARY GRADE

NUMBER OF POINTS	GRADE ASSIGNMENT
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