**Red Cloud Indian School, Inc.**

**Job Title: Pastoral Associate**

**Dept. or Division: Pastoral Ministry**

**Reports to: Pastor**

**Status: Exempt**

**Approved by: President**

**Mission:**

The mission of Red Cloud Indian School (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant church, through an education of the mind and spirit that promotes Lakota and Catholic values. RCIS includes a complex parish, two elementary schools, a high school, and The Heritage Center on the Pine Ridge Indian Reservation, in southwestern South Dakota. By integrating Lakota culture and heritage with spiritual beliefs from the Catholic and Lakota traditions, RCIS aims to help form both the mind and heart of the people whom we serve, creating leaders of tomorrow with competence, conscience, and compassion.

**Job Summary:**

The principal responsibilities of the Pastoral Associate are to (1) assist the Pastor, pastoral teams and parishes in furthering this pastoral vision along with practical strategies of implementation; and (2) assist the Pastor, pastoral teams and parishes with administrative matters.

**RESPONSIBILITIES AND DUTIES:**

**I. Essential Duties in Assisting the Pastor, pastoral teams and parishes in pastoral ministries**

* Visits the reservation parishes regularly and becomes familiar with their programs and ministry.
* Works to enhance the partnership between Red Cloud schools and the parishes, including arranging for sacramental ministry to students.
* Co‐ordinates the planning of sacramental programs in parishes, especially the reservation‐wide confirmation program.
* Plans, schedules, and announces retreats (for parishes, confirmation, pastoral team, women, lay ministers, etc.), workshops and other events for the continued education of pastoral ministers and parishioners each year.
* Assists Pastor in the planning and scheduling of reservation-wide Pastoral Team meetings.
* Develops and implements training programs for catechists and wake/funeral teams.
* Responds to requests from the Pastor or parishes for other assistance

**II. Administrative Duties in Assisting the Pastor, pastoral teams and parishes in pastoral ministries**

* Reviews the sacramental records quarterly to make sure they are properly recorded in the official books at Red Cloud.
* Works with the Pastor in developing the annual RCIS pastoral budget, and monitors the monthly financial reports of parish finances. The Mission of Red Cloud Indian School, Inc. (Holy Rosary Mission), a Catholic Institution administered by the Jesuits and the Lakota People, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes Lakota and Catholic values.
* Coordinates with Associate Pastors to assure that annual Performance Appraisals are completed for all parish staff.
* Assists the Pastor in conducting ordinary business with the Diocese of Rapid City, especially with the Office of Native Ministry.  Communicates Diocesan policies to parish staffs and coordinates reports of their implementation.
* Attends diocesan meetings such as the annual Pastoral Ministry Days.
* Coordinates training on Safe Environment for all parish staff and volunteers working with children, ensuring that reports are submitted to the Diocese regularly.  Is the contact person at Red Cloud on Safe Environment for parishes.
* Carries out other administrative tasks as requested by the Pastor or parishes

**III. Preferred Qualifications:**

* Native American Enrolled Tribal Member who is able to demonstrate their experience working with the Catholic Church.
* Be a person of integrity, with Christian values and compassion
* Be a practicing Catholic, in good standing in the Church
* Be a reliable worker, a good communicator, able to perform essential duties well
* Be a self‐starter, able to perform tasks independently and professionally.
* Be computer literate, skilled in handling a budget.
* Have a college degree, or be progressing toward one
* Possess a valid driver’s license and reliable transportation

**Certification:** I have read and understand the preceding job duties, specifications, requirements, and accountabilities, and agree to execute the same in a manner that promotes equality of opportunity, dignity and due respect for all, consistent with the mission of the Red Cloud Indian School, Inc.

Name Date