

Discipleship Team Associate

Position Title:	Discipleship Team Associate
Department:	Holy Rosary Mission (Pastoral)
Location:	Either Kyle or Pine Ridge
Supervisor:	Discipleship Team Leader
Direct Subordinates:	None
Status:	Full-time (36 hours per week)
Classification:	Exempt
Schedule:	Flex-schedule -Evenings, weekends, and religious holiday hours required

VISION

*A Lakḥóta Catholic Community
prayerfully walking with Jesus through
grieving → healing → growing → thriving*

MISSION

*Experience Jesus Empowering Us
Making Disciples
Engaging our Community*

About Us

Our Community: Holy Rosary Mission is the Lakḥóta Catholic community of the Pine Ridge Reservation. We are the Catholic faithful living out our baptismal call within 3,000 square miles on the homelands of the Oglala Lakḥota. We reach out with intentionality and compassion to those who have never come to church, and those who have not been to church in a long time. We support and empower families to grow in relationship with God, living as both Lakḥóta and Catholic, and sharing our faith across generations.

Our pastoral staff: Inspired by the Lakḥota catechists, sisters, and Jesuits before us, our ministry aims to accompany the faithful as they grow deeper in discipleship in community, and live out their call as the Baptized. We work collaboratively as a team to provide pastoral, sacramental, and ministerial care for the people of Holy Rosary Mission, and to implement the strategic goals identified by this Lakḥóta Catholic community.

Candidates are encouraged to apply even if they do not possess all the skills or interests needed for a particular team's areas of responsibility. We are building a staff with diverse skills and interests that will work together to provide the best possible pastoral and ministerial care to our Lakḥóta Catholic community.

Position Summary

The Discipleship Team Associate is a member of a collaborative team that is together responsible for creating, supporting, and growing ministries and systems that both encourage members of our Lakḥóta Catholic community to grow deeper in their faith and builds a culture which strives to reach those who never come to church (unchurched) and those who have not been to church in a long time (de-churched). Reporting to the Discipleship Team Leader, the Associate is a member of the Discipleship Team. The Discipleship Team works in concert with the Pastoral and Social Ministry Team and Operations Team in order to accomplish the vision and mission of our Lakḥóta Catholic community. This is an in person ministry position that will be based out of an office as part of an east care team in Kyle or a west care team in Pine Ridge. This position will require regular

travel to other sites within their care team's ministry area and occasional travel throughout the Reservation.

I. RESPONSIBILITIES AND DUTIES:

A. Areas of Responsibility of the Discipleship Team

1. Sacramental Preparation
2. Spirituality Groups
3. Parishioner Leadership Development
4. Family Ministry
5. Maintaining working relationship with Maḥpíya Lúta Owáyawa (Red Cloud Schools)
6. Other duties as assigned by the Discipleship Team Leader

B. Teamwork Duties of the Discipleship Team

1. Collaborate with the Discipleship Team Leader and other Discipleship Team Associates to function as a cohesive group to implement the Lakhóta Catholic community's vision, mission, and goals.
2. Collaborate with the members of your assigned area care team to provide the best possible pastoral and ministerial care to members of the Lakhóta Catholic community.
3. Join Discipleship Team and Area Care Team meetings in order to ensure a cohesive team environment for implementing the mission.
4. Participate in regularly scheduled pastoral staff meetings and pastoral planning sessions.
5. Regularly represent the pastoral staff as a visible participant in liturgies, prayer services, events and programs.

C. Ministerial Duties as a Member of the Discipleship Team

1. As a Discipleship Team, create, support, and grow a sacramental preparation program that leads to active discipleship.
2. Collaboratively as a Discipleship Team, implement the goals, objectives, and action plans of the Lakhóta Catholic community's pastoral planning process, which includes:
 - a) Create, support, and grow a family ministry program aimed at building capacity within families to grow in being Lakhóta Catholic.
 - a) Invite, build, and accompany the faithful to grow their involvement and ownership in the work of the Church, including through spiritual enrichment, leadership formation, and service in ministry.
 - b) Support the Lakhóta Catholic community to collaborate and be in conversation with the Maḥpíya Lúta Owáyawa (Red Cloud Schools).

D. Administrative Duties as a Member of the Discipleship Team

1. Document and track data used for ministry metrics and benchmarks.
2. Notify and provide documentation, within one week of celebrations of Sacraments and funerals/burials, to the member of the Operations Team responsible for recording sacramental records.

3. Monitor and manage inventory of ministerial supply needs and communicate in a timely manner to the Operations Team buyer for procurement.
4. Ensure accurate and up to date records for Diocese of Rapid City Safe Environment Program and Policies.
5. Annual Professional and Spiritual Enrichment:
 - a) Meet regularly throughout the year with Team Leader for ongoing feedback and support, including at least one formal performance appraisal session, for reflection on mutually agreed upon goals and objectives in ministry.
 - b) Make an annual retreat of up to eight days as worked out with the Discipleship Team Leader.
 - c) Participate in Diocese of Rapid City and Maḥpíya Lúta | Red Cloud employee activities.
6. Uphold the norms, guidelines, and procedures of the Diocese of Rapid City Pastoral Handbook and Maḥpíya Lúta |Red Cloud's policies and procedures.

II. POSITION SPECIFICATIONS:

A. Required Education and Skills

1. Understands the importance of maintaining confidentiality.
2. Exceptional interpersonal and communication skills with the ability to work respectfully and collaboratively in a dynamic team environment.
3. Enjoys learning and is open to trying new ways for better outcomes.
4. Strong relationship building skills and ability to demonstrate to people that they are important and valued.
5. Maintains physical, emotional, spiritual, and psychological well-being.
6. Fully initiated member of the Roman Catholic Church who is in good standing. Participates actively and regularly in the worship and sacramental life of the Catholic Church. Enthusiasm for the Christian message, and ability to engage and empower others in living their faith as disciples.
7. Ability to counsel, accompany, and train individuals in preparation for Church Sacraments.
8. Ability and willingness to work evenings and weekends.
9. Bachelor's degree in theology, divinity, pastoral ministry, religious studies, or its equivalent.
10. A valid driver license.

B. Preferred Education and Skills

1. Understanding and experience with the Catholic Church's teachings regarding inculturation, Ignatian spirituality, and Lakhöta culture.
2. Knowledge of Catholic sacramental theology including current Church teaching and issues related to: Rite of Christian Initiation of Adults, Baptism, Confirmation, Eucharist, Reconciliation, and Marriage.
3. Knowledge of Church law concerning Sacraments.
4. Commissioned as a lay minister in the Diocese of Rapid City.
5. Experience with Mac platforms, Microsoft office applications and Google Workspace for Education applications.

C. Physical Requirements

1. Ability to do multiple activities throughout a work day, including, but not limited to: driving, walking, standing and sitting at a desk to use the assigned computer/office equipment to meet ministerial and administrative duty requirements. (95%)
2. Ability to lift up to 20 lbs or more on occasion. (<5%)

To Apply

Send completed application to

Brenda Bad Heart Bull, Executive Director of Human Resources

Mahpiya Luta/Red Cloud

100 Mission Drive

Pine Ridge, SD 57770

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