

Pastoral and Social Ministry Team Assistant

Position Title:	Pastoral and Social Ministry Team Assistant
Department:	Holy Rosary Mission (Pastoral)
Location:	Either Kyle or Pine Ridge
Supervisor:	Pastoral and Social Ministry Team Leader
Direct Subordinates:	None
Status:	Part-time
Classification:	Hourly
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 Pastoral and Social Ministry Team Assistant is a member of a collaborative team that is together responsible for the ministering to the pastoral and social needs within our Lakḥóta Catholic community and within our wider community. The team is also responsible for the worship and liturgical life of our Lakḥóta Catholic community. Reporting to the Pastoral and Social Ministry Team Leader, the Assistant is a member of the Pastoral and Social Ministry Team. The Pastoral and Social Ministry Team works in concert with the Discipleship 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 Pastoral and Social Ministry Team

1. Worship
 - a) Liturgy including Masses and prayer services
 - b) Liturgical Environment
 - c) Liturgical Seasonal Devotions and Programming
 - d) Music
 - e) Liturgical Ministers
2. Pastoral Care
 - a) Wakes and Funerals
 - b) Pastoral and Communion Visits
3. Social Ministry
4. Calling Parishioners to Serve
5. Other duties as assigned by the Pastoral and Social Ministry Team Leader

B. Teamwork Duties of the Pastoral and Social Ministry Team

1. Collaborate with the Pastoral and Social Ministry Team Leader and other Team Associates to function as a cohesive group to implement the Lakhöta 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 Lakhöta Catholic community.
3. Join the Pastoral and Social Ministry 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. Worship Duties as a Member of the Pastoral and Social Ministry Team

1. Contribute to the Pastoral and Social Ministry Team's effort to create, support, and grow Masses and Sunday hospitality that takes people deeper in their faith and brings them back the next week.
2. Work together with other members of the Pastoral and Social Ministry Team to provide prayer opportunities for parishioners outside of Mass, e.g. rosary, stations of the cross, devotions, prayer services, etc.
3. Is a visible participant in liturgies, prayer services, parish events and programs.

D. Pastoral Care Duties as a Member of the Pastoral and Social Ministry Team

1. Collaboratively as a Pastoral and Social Ministry Team, support grieving families with prayers and services at the loss of a loved one.
 - a) This includes, when appropriate, presiding at the reception of bodies, wakes, funeral liturgies outside of Mass, and burial services.

2. As a Pastoral and Social Ministry Team, provide compassionate pastoral care to the homebound, sick, hospitalized, in the nursing home, in jail, and others in need.
- E. Social Ministry Duties as a Member of the Pastoral and Social Ministry Team
1. Together as a Pastoral and Social Ministry Team, focus, grow, and support the Lakhóta Catholic community's living out of the works of mercy in service to the community.
- F. Calling Parishioners to Serve Duties as a Member of the Pastoral and Social Ministry Team
1. Collaborate with the Discipleship Team to implement the goals, objectives, and action plans of the Lakhóta Catholic community's pastoral planning process, which includes:
 - 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.
- G. Administrative Duties as a Member of the Pastoral and Social Ministry Team
1. Documents and tracks data used for ministry metrics and benchmarks.
 2. Notifies and provides 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 and church 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 Maĥpíya Lúta | Red Cloud employee activities.
 6. Uphold the norms, guidelines, and procedures of the Diocese of Rapid City Pastoral Handbook and Maĥpíya 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.

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3. Respond effectively to crises or emergencies requiring quick judgment and prompt actions.
4. Enjoys learning and is open to trying new ways for better outcomes.
5. Strong relationship building skills and ability to demonstrate to people that they are important and valued.
6. Maintains physical, emotional, spiritual, and psychological well-being.
7. 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.
8. Comfortable praying with others and leading informal and liturgical prayer. Some knowledge of the liturgical norms and customs of the Catholic Church.
9. Proven understanding of issues impacting vulnerable populations and commitment to upholding the dignity and wellbeing of vulnerable people.
10. Ability and willingness to work evenings and weekends.
11. 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 and liturgical theology including current Church teaching and issues related to: Rite of Christian Initiation of Adults, Baptism, Confirmation, Eucharist, Reconciliation, Marriage, Anointing, Liturgical Ministry, and Funeral Rites.
3. Commissioned as a lay minister in the Diocese of Rapid City
4. Associate's or Bachelor's degree (or current progress towards).
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 worship, pastoral care, social ministry, 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

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