



JOB DESCRIPTION

JOB TITLE: Pastoral Care Coordinator

Original Date: 5/1/2023

DEPARTMENT: Health & Wellness

Revision date: 7/25/2025

REPORTS TO: Retirement Convent Administrator

FLSA Status: Exempt

TELECOMMUTE ELIGIBILITY:

This position is essential and does not have the option to telecommute.

JOB PURPOSE:

Responsible for the planning, coordination, and facilitation of the religious and sacramental services for the sisters residing at St. Bernardine Home. Works with individuals and groups of Sisters and staff to support their spiritual and emotional needs. Also, a member of the staff team who assists the Sisters in their daily life routine.

Sustained and inspired by their relationship with God and one another, the mission of the Sisters of Mercy is to respond with vision and compassion to the needs of people who are poor, sick, and uneducated. This mission serves as a motivational force in the day-to-day activities of the employees of the Sisters of Mercy of the Americas, and as we extend compassion and mercy to others, practice and encourage social justice, and strive to live mercifully.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Pastoral Care

1. Ensures the implementation of a program of pastoral care and spiritual enrichment, including a yearly retreat, prayer services for liturgical seasons (ex., Advent, Christmas, Lent, Holy Week, Easter), Sisters of Mercy feast days, and other major feasts on the Catholic calendar.
2. Provides pastoral visits to sisters on a daily basis.
3. Plans and coordinates liturgical and sacramental services to include scheduling priests and facilitators for prayer services, assigning roles for the services, setting up the environment, being available for religious holidays and funerals, and working with the Liturgy Committee. Participates with the team in planning a variety of celebrations, including jubilees, holidays, and birthdays.

Sisters of Mercy of the Americas

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4. Provides educational opportunities for the sisters in areas such as spirituality, aging, loss, life transitions, and social justice.
5. Provides and facilitates, with the Sister Life Minister, the rituals at times of transition, such as death or when a sister is moving to a different level of care.
6. Participates in the preparation and program planning for all funeral services and assists the Sister Life Minister with other funeral details upon the death of a sister.
7. Available to provide and coordinate spiritual and emotional support for individual Sisters and staff.
8. Facilitates Sisters' access to spiritual direction and development as requested.
9. Provides religious literature and spiritual resources for the sisters, both in person and electronically.
10. Provides spiritual care and support for Sisters while in the hospital.
11. Ensures the sacristy and chapel have the equipment and supplies needed to perform services.
12. Joins the team in welcoming a sister to St. Bernardine Home.
13. Serves as a member of the care planning team involved in providing Sister's health and wellness needs, with particular focus on the spiritual components of care.
14. Participates in routine meetings with the members of the leadership team.
15. Provides occasional safe transportation of Sisters to and from appointments and visits as requested.
16. Must work onsite weekdays between 8 am to 5 pm so the sisters and staff can count on routine presence.
17. May need to work after 5 pm or on a regular weekend schedule for special events or in certain situations.

Safety

1. Follows all safety procedures, protocols, and reports all hazardous conditions, defective equipment, accidents, or incidents to the convent administrator immediately.
2. Perceives potential problem situations and reports to the convent administrator.
3. Assists in maintaining a safe, neat, and clean environment; reports environmental deficiencies such as lighting or equipment problems to the Facilities Manager.
4. Demonstrates a thorough knowledge of safety procedures.
5. Performs in a calm, resourceful manner in emergencies.

Professional Conduct

1. Demonstrates initiative in observing what needs to be done and does it without having to be asked to do so.
2. Remains in compliance with the employee handbook and other established community guidelines
3. Communicates with co-workers, management, sisters, visitors, families, and others in a courteous, tactful, and professional manner.
4. Conforms with and abides by all regulations, policies, work procedures, and instructions,
5. Other duties as requested.

QUALIFICATIONS:

Education, Competencies and Experience

Required

- Bachelor's Degree in Theology, Religion, Spiritual Care, or Spirituality, and/or equivalent combination of education and experience.

- Master's Degree preferred in Theology, Religion, Spiritual Care or Spirituality, and/or equivalent combination of education and experience.
- Minimum of two years' experience in chaplaincy or related field preferred.
- One to three years of experience working with seniors in a facility setting, parish, or Catholic ministry, or related fields.
- Ability to cultivate effective working relationships with a broad range of employees and external contacts.
- Solid computer skills
- Strong organizational skills and ability to establish priorities,
- Capable of displaying strong self-motivation and sound decision-making ability,
- Excellent communication skills, both oral and written,
- Demonstrated leadership abilities.
- Must possess a valid State Driver's License without any moving violations.

Preferred Qualifications

- Ability to maintain composure in stressful situations.
- Willingness to consider the advice and opinions of others.
- Ability to make decisions and accept responsibility for the consequences.
- Ability to work independently and as part of a team.
- Ability to be organized, resourceful, and efficient.
- Ability to train and motivate others.
- Ability and willingness to act as a role model in conduct and appearance.
- Willingness to understand and appreciate the traditions, the rituals, and the culture associated with the Sisters of Mercy, the Catholic Church, and Vatican II teaching.
- Prior experience in a healthcare or religious organization is strongly preferred.

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Activity

- Carrying Writing Bending Stooping Grasping Standing
- Twisting Sitting Lifting Walking Kneeling Reaching overhead
- Crouching Filing documents Using telephone and fax machines

Physical Requirements

- Lifting/pulling/pushing up to 20 pounds frequently.
- Must be able to safely use equipment.
- Must have depth perception and be able to distinguish basic colors.

Visual/Audible Acuity Requirements

- Must be able to see and hear clearly.
- Must have use of side vision.
- Must be able to read and distinguish small print.
- Must be able to speak clearly and make oneself understood while also understanding others using the English language.

Key Competencies:

- Attention to detail.
- Problem solving.
- Judgment.
- Service orientation.
- Personal care and assistance.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Work is performed in a care center environment.
- Some travel is required.

I have reviewed and understand the essential functions of this job description in a safe manner and in accordance with established procedures. I further acknowledge that this job description is a general description of the duties of this position, and my supervisor may require changes in responsibilities from time to time. I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Please check one box:

- ☐ I can perform each function without accommodation.
- ☐ I require the following accommodations to do all required functions:

Employee Name

Date

Supervisor/Manager Name

Date

Human Resources Rep

Date