



## *Pastoral Associate*

**Department:** Pastoral Department  
**Supervisor:** Pastor  
**Status:** Full-Time  
**Classification:** Exempt

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### **MISSION**

*The mission of Red Cloud Indian School, Inc. (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 the values of the Lakota culture.*

*These ministries seek to foster a vibrant Lakota Catholic Church which:*

- is enriched with integrated spirituality built on Ignatian and Lakota traditions,*
- finds God in prayerful encounters, inculturated liturgies, and community,*
- reaches out compassionately to the needy,*
- is led by lay Lakota leaders, Jesuits and others working together collaboratively.*

*RCIS includes two elementary schools, a high school, The Heritage Center, and ten churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.*

### **Position 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

**Closing Date: Open until filled**

**To Apply**



Email or Submit; cover letter, resume and General Application with any supporting documents to:

**Lisa Swallow**, *Director of Human Resources*  
Red Cloud Indian School  
100 Mission Drive  
Pine Ridge, South Dakota 57770  
[lisaswallow@redcloudschool.org](mailto:lisaswallow@redcloudschool.org)  
(605) 867-5491 ext. 2213