

Job Description

PARISH: St. Jude Parish

POSITION TITLE: Pastoral Assistant for Faith Formation

NAME:

REPORTS TO: Pastor

DATE:

I. POSITION PURPOSE

The purpose of this position is to implement the parish's commitment to forming future generations in the Catholic faith in a comprehensive manner, forming them to be active disciples of Jesus Christ in the Church. This includes the following elements: catechesis, evangelization, service, community building, spirituality, liturgy, guidance, and training.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Collaborates with the Pastor and other staff members in implementing the mission of the parish. This is accomplished by participating in the comprehensive planning, implementation and evaluation of parish goals and objectives, with a specific focus on faith formation, discipleship, and sacramental preparation.
- B. Assures the development and implementation of high-quality programs, activities and curriculum for senior high, middle school, elementary and sacramental preparation for youth that forms the next generation in the faith. helps them to actively practice the faith and leads them to a deeper relationship with Jesus Christ in the Church. This includes but is not limited to sacramental preparation, religious education, retreats, vacation bible school, social events, youth-oriented liturgies, and parish community service opportunities. It also includes assuring that there are catechetical components for parents of students in the programs.
- C. Responsible for recruiting, training and supervising of catechists and other volunteers to help develop and implement faith formation activities. Ensures that the Archdiocesan Safe Environment Program is implemented and adhered to in all faith programs.
- D. Promotes and communicates Faith Formation programs to the parish. Assures potential participants are invited to Sacramental Preparation classes. This may require creative ways of reaching families.
- E. Administers the faithful formation program, including
 - Preparing and administering the budget for faith formation and youth ministry programs.

- Coordinating the registration process and scheduling of classes.
- Maintaining accurate and confidential registration information, in accordance with archdiocesan policies.
- Adhering to Archdiocesan insurance policies and uses the proper forms for volunteers/drivers, events, retreats etc.

F. Supervises and develops the skills of the Youth/Young Adult Minister.

G. Maintains a level of knowledge and skills required for this ministry.

H. Other duties as assigned by Pastor

III. Skills and Qualifications

- A practicing Roman Catholic, with strong knowledge of the faith and prayer life
- Enthusiasm for sharing the faith
- Willing to be dedicated to the parish of St. Jude by participating in liturgical celebrations, prayer and service, requested parish events, etc
- Strong organizational skills and ability to re-prioritize as needed
- Ability to clearly communicate in written and oral formats
- Ability to present to small and large audiences
- Ability to work some evenings and weekends
- Proficient in basic Windows programs
- Proficient with the use of audio/visual technology
- Professional and appropriate attire

APPROVED:

NAME: _____

DATE _____

SUPERVISOR: _____

DATE: _____