

PARISH:

TITLE:

*Pastoral Assistant for
Faith Formation Level II*

NAME:

REPORTS TO:

DATE:

GRADE:

The following list of major duties and responsibilities does not necessarily represent any one job. It is the compilation of the diversity of job duties fulfilled by many people who have a job title similar to that of *Pastoral Assistant for Faith Formation Level II*. It is not the expectation that any one person fulfills all of these job duties. It is also recognized that there may be elements of a job which are not included in the checklists. Parishes are encouraged to create individual job descriptions, using these checklists as a normative guideline in this effort.

I. POSITION PURPOSE

Develops, implements and directs Faith Formation Programs for preschool, elementary, junior high, senior high students and adults. Plans and facilitates Sacramental Preparation Program in collaboration with appropriate groups or individuals in the parish and/or region.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Collaborates with the pastoral leader, staff, and consultative bodies in implementing the mission of the parish.
- B. Assures the development and implementation of a comprehensive plan for faith formation for all age levels, as delegated by the pastoral leader
- C. Directs the Sacramental Preparation programs (RCIA, Infant Baptism, Children's Sacraments, Adult Confirmation, Eucharist, Reconciliation)
- D. Plans for and implements programs in support of faith formation (moms group, men's fellowship, marriage preparation, school programs, special event, workshops etc.).
- E. Leads or attends planning meetings related to faith formation events, objectives, strategies and goals.

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- F. Plans and organizes course work, and prepares for and teaches classes in specified areas.
- G. Manages the faith formation office: supervises youth minister and other staff members performing faith formation activities or offering administrative support for activities.
- H. Recruits, trains, motivates and provides general and specific direction to volunteers involved with faith formation activities and programs.
- I. Develops and administers budget for faith formation.
- J. Assures collaboration with the school's religious education and faith formation activities.
- K. Assures purchase and allocation of equipment and materials for faith formation programs.
- L. Oversees accurate maintenance of program records.

III. SECONDARY FUNCTIONS

- A. Prepares correspondence related to faith formation
- B. Attends community and parish meetings to promote faith formation objectives and activities.
- C. Performs other duties as assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____