

PARISH:

POSITION TITLE: *Pastoral Assistant for  
Childrens Faith Formation*

NAME:

REPORTS TO:

DATE:

GRADE:

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## **I. GENERAL SUMMARY OF POSITION PURPOSE**

To implement the parish's commitment to faith formation of children and youth in a comprehensive This includes the following elements: catechesis, evangelization, social action, community building, spirituality, liturgy, guidance, enablement, and advocacy.

## **II. ESSENTIAL POSITION DUTIES:**

- A. Collaborates with the Pastor, staff, and consultative bodies in implementing the mission of the parish.
- B. RE: Sunday School: Sunday religious education of children-eighth grade follows the school year; duties include recruiting and training teachers and supporting them with approved catechetical materials; keeping accurate records for First Reconciliation, First Eucharist, Confirmation. Recruit volunteers for CLOW( children's liturgy of the world); coordinate supplies as needed; collecting fees for Sunday school.
- C. Middle School Confirmation: duties include collect fees; coordinate supplies; instructing and coordinating the Confirmation Liturgy and reception. Coordinates with teachers in Catholic elementary school.
- D. EDGE Youth Ministry: acts as a resource to the volunteer leaders regarding registration.
- E. Develops and administers the RE budget.
- F. RCIC (rite of catholic initiation for children) : coordinate and implement the Rite of Christian of Adults and RCIC as needed social, recreation, athletic activities, outreach programs, youth-oriented liturgies, and community service opportunities.

G. Maintains a level of knowledge and skills required for this Catholic ministry through regular updating, reading appropriate materials and participation at workshops and conventions. Participates in local, regional, and national professional organizations, as approved and as appropriate.

H. Performs other duties as assigned.

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_