

PARISH:

TITLE: *Pastoral Assistant for
Faith Formation Level I*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Develops, implements, and directs Faith Formation Programs for specified groups and assists with Sacramental Preparation Program.

II. ESSENTIAL POSITION DUTIES:

- A. Develops, plans, and directs the Faith Formation programs.
- B. Assists in coordination of Sacramental Preparation programs (RCIA, RCIC, infant Baptism Children's Sacraments, Adult Confirmation, Eucharist, Reconciliation).
- C. Leads or attends planning meetings related to faith formation events, objectives, strategies and goals.
- D. Prepares for and teaches classes in specified areas.
- E. Recruits and schedules liturgical ministers and provides assistance as needed.
- E. Registers couples for pre-marital counseling, schedules pre-nuptial conferences with priest, administers the FOCUS instrument and assists in the development of wedding liturgy with couples.
- F. Maintains a current level of knowledge and skills required to function as a Pastoral Assistant for Faith Formation by reading appropriate materials and attending workshops and conventions. The Pastoral Assistant for Liturgy also participates in appropriate local, regional, and national professional liturgical organizations.
- G. Recruits, trains motivates and provides general and specific direction to volunteers involved with faith formation activities and programs.

H. Prepares Bulletin Announcements, Intercessions, and correspondence.

I. Maintains inventory of educational supplies and re-orders as appropriate.

J. Performs other duties as assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____