

PARISH:

TITLE: *Pastoral Assistant for  
Hispanic Ministries*

NAME:

REPORTS TO:

DATE:

GRADE:

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

In accordance with Parish and Archdiocese guidelines, coordinate, promote and implement sacramental opportunities and faith formation for Hispanic parish families that nurture their personal faith and foster a sense of belonging which leads to participation in the life, mission, and work of the Church.

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

- A. Develops, plans, and directs the Hispanic Ministry programs.
- B. Develop, schedule, promote, implement, and evaluate the celebration of the following Spanish-speaking programs:
  - o Quinceañeras
  - o RCIA
  - o Spanish and English Baptisms
  - o Marriage Preparation
  - o Funerals
  - o Liturgical Ministries and Ministry to the homebound
- C. Participating in the liturgical and sacramental life of the Church. Recruit, train, support, and evaluate volunteers for the Hispanic sacramental preparation programs as needed.
- D. Help plan, coordinate, and work with the Liturgy Coordinator to facilitate the Spanish Mass and bi-lingual liturgies and celebrations.
- E. Oversee and translate materials both written and oral from English to Spanish as needed and assist Religious Education Programs with translations.

- F. Attend staff meetings, liturgy meetings and other parish meetings as requested.
- G. Attend Archdiocesan meetings and workshops and function as liaison informing Hispanic community of related Archdiocesan activities and events.
- H. Develop and implement annual budget and maintain program costs within budget guidelines for Hispanic programs with approval of Pastor and Parish Finance Council.
- I. Assists in coordination of Sacramental Preparation programs (RCIA, RCIC, infant Baptism Children’s Sacraments, Adult Confirmation, Eucharist, Reconciliation).
- B. Prepares for and teaches classes in specified areas.
- E. Recruits and schedules liturgical ministers and provide assistance as needed.
- C. Maintains a current level of knowledge and skills required to function as a Pastoral Assistant for Hispanic Ministries 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 motivate 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: \_\_\_\_\_

