

PARISH:

TITLE:

*Pastoral Assistant for
Faith Formation Level II*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF 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. ESSENTIAL POSITION DUTIES:

- 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, RCIC, 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.
- 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. 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.
- M. Oversees accurate maintenance of program records.
- N. Prepares correspondence related to faith formation.
- O. Attends community and parish meetings to promote faith formation objectives and activities.
- P. Performs other duties as assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____