

PARISH: St. Leo Parish

TITLE: *Pastoral Assistant Children's
Faith Formation*

NAME:

REPORTS TO: Priest Administrator

DATE:

GRADE:

I. POSITION PURPOSE

Develops, implements, and directs Faith Formation Programs for elementary, junior high, and senior high students (K-12). 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 non-adult age levels (K-12), as designated/delegated by the pastoral leader.
- C. Coordinates the Sacramental Preparation programs (Children's Sacraments, Youth Confirmation, Eucharist, Reconciliation, RCIC)
- D. Plans for and implements programs in support of faith formation (parent groups, Faith Formation Commission, etc.).
- E. Leads or attends planning meetings related to faith formation events, objectives, strategies, and goals as appropriate.
- F. Develops and executes curriculum and learning objectives, outlines teacher materials and prepares teachers for classes in specified areas. May teach some classes.
- G. Leads parish faith formation programs for children and youth, supervises faith formation volunteers and any and other staff members performing faith formation activities or offering administrative support for related activities. Prepares bulletin, website, and other messaging for appropriate Faith Formation programs.

- H. Recruits, trains, motivates, and provides general and specific direction to volunteers involved with designated faith formation activities and programs.
- I. Develops and administers the approved budget for designated faith formation programs. Collaborates with Regional-Pastoral Assistant for Administration to develop and collect any program fees and charges from participants.
- J. Assures purchase and allocation of equipment and materials for designated faith formation programs. Follows and enforces all Financial internal controls and safety practices.
- K. Oversees accurate maintenance of program records.

III. QUALIFICATIONS

- A. An understanding and respect for Ignatian Discernment and Spirituality.
- B. Understanding of child learning levels. Exceptional written and oral communication skills.
- C. Bachelor's Degree, Master's Degree in Education and, substantial Experience developing curriculums for multiple grade levels.
- D. Substantial experience teaching at multiple levels. Experience supervising teaching assistants.
- E. Experience conducting on-line classes and utilizing electronic media teaching aids.
- F. Experience organizing and teaching Faith Formation Classes.
- G. Availability to conduct classes Sundays, Saturdays, or occasional evenings.
- H. Practicing Catholic.
- I. Part-Time.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

Apply: [Job Opportunities \(paycomonline.net\)](http://paycomonline.net)
 Set search for "Location" 0145 St. Leo Parish Tacoma