



Pastoral Associate – Faith Formation & Youth Ministry

Position: Pastoral Associate Faith Formation & Youth Ministry

Reports to: Pastor

JOB SUMMARY

The Pastoral Associate – Faith Formation & Youth Ministry, is responsible for planning, directing and administering a catechetical program for children/youth and their families from Kindergarten through Twelfth grade. They will also be responsible for working with the parish to develop a youth ministry team for comprehensive youth ministry in the parish.

This Pastoral Associate – Faith Formation & Youth Ministry will also be responsible for the assessment, design, implementation and evaluation of all faith formation ministries. This person will ensure that all programming is consistent with diocesan and parish standards for safety and curriculum.

The Pastoral Associate – Faith Formation & Youth Ministry should always be working on moving our programs towards reaching our vision and aligning with our mission of: God First, Loving Others, Making Disciples.

ESSENTIAL RESPONSIBILITIES

- Planning, developing and directing a comprehensive faith formation program for grades K-12
- Oversee and help with curriculum development for all programming for K-12.
- Supervising students, providing a safe environment for them before, during and after class, events and Children's Liturgy of the Word
- Facilitate Children's Liturgy of the Word at each Sunday Mass along with catechists and volunteers
- Sacrament Preparation:
 - Prepare for the Sacraments of Reconciliation, Eucharist and Confirmation
 - Keep sacramental records updated by recording information for the Sacraments of first Eucharist and Confirmation in the Sacramental registers.
- Recruit, train, evaluate, recognize and provide ongoing formation of Catechists and volunteers.
- Launch and implement a comprehensive Youth Ministry program in the parish. Develop a Youth Ministry Core Team
- Facilitate service projects for the Youth Ministry Team
- Facilitate bi-weekly Family Faith Formation program
- Launch and implement a Children's Liturgy of the Word for children and students during both Sunday Masses
- Schedule & implement 3rd Sunday of the month ministries from Faith Formation Classes, alternating the various grades from 2-12
- Participate in appropriate Diocesan and regional professional organizations



- representing the position and needs of the parish
- Ensure that Faith Formation Programs are in accordance with Diocesan guidelines
- Implement the Diocesan Safe Environment/Circle of Grace and CMG Connect programs in collaboration with the pastor
- Assisting parents and families to nurture their own faith journey and to support their role as primary educators of their children
- Develop and facilitate a Vacation Bible School program over the summer to engage youth and families from all over the community
- Communicate regularly in an engaging manner with families

MINIMUM QUALIFICATIONS

- Bachelor's degree required, Masters preferred.
- Pastoral Associate - Faith Formation & Youth Ministry must possess the demonstrated ability to organize and supervise a religious education program for a parish.
- He/she must have or obtain the necessary Diocesan required training as a Catechist at the appropriate level.
- He/she must possess a combination of education, training and desire needed to assist the parish grow and develop into the future.
- Two to five years of experience leading programs or teaching, or satisfactory equivalent.
- Active member of the Roman Catholic faith community in good standing who participates fully in the communal worship and life of the church.
- Great interpersonal relationship skills
- Great organizational and administrative skills
- Sense of humor
- Able to work evenings and weekends as needed

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge and experience with young people in elementary, middle and high school. Knowledge of the principles and practices applied in the organization and presentation of a parish religious education program. Knowledge and familiarity of major Catechetical and Youth Ministry documents of the Roman Catholic Church, especially the Catechesis.

Ability to develop religious education curriculums and programs. Ability to lead volunteer Catechists. Ability to instill and maintain enthusiasm in volunteers. Possession of excellent written and spoken communication skills. Willingness to work flexible hours on nights and weekends. Availability and willingness to participate in retreats for young people and possible mission trips, etc. Sincerity, confidentiality, commitment and the understanding of the dynamics of parish life and the unique circumstances of the parish. Good computer skills.

SCHEDULE

The proposed work schedule will be Monday and Tuesday, 9:00 to 5:00, Wednesday 2:00-9:00, Thursday 9:00-5:00 and Sunday 7:30-3:00 with Fridays and Saturdays as days off.



PHYSICAL DEMANDS

This position requires physical stamina to present classes and discussions and retreats for groups and individuals if needed. Ability to operate standard office equipment; ability to move about in an office environment; occasional lifting up to 25lbs.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description may change from time to time to better meet the needs of the Parish.

DISCLAIMER

The above statements are intended to describe the general nature of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

BENEFITS SUMMARY

- Comprehensive health benefits – employer sponsored/no high deductibles
- Generous PTO policy – accrued vacation, personal and sick time
- Pension plan
- Life insurance, flex spending accounts

Location	St. Mary's Glens Falls
Hours	40 hours per week
Exempt/Non-Exempt	Exempt
Last Updated	May 2022

Employee Signature & Date
