



ARCHDIOCESE OF PORTLAND IN OREGON

Human Resources

POSITION TITLE: Pastoral Associate

Opening Date: March 27, 2018

Location of Job: St. John the Apostle Catholic Church

Location Address: 417 Washington Street, Oregon City, Oregon, 97045

Position: Full Time

Position Summary: Seeking a person with educational background in sacred scripture, theology, sacred liturgy, leadership training skills and proven skills in faith formation for a position as Pastoral Associate

Job Duties: Pastoral Associate reports directly to the pastor, collaborates with him and the parish leadership team in implementing the mission of our Lord Jesus Christ at St. John the Apostle Catholic Church, Oregon City, Oregon.

Overview: To provide effective planning, coordination and execution of faith formation at all levels of parish life and liturgical celebrations of the parish

Faith Formation:

1: Adults

- RCIA adult and teens
- Active Catholic adult and young adult
- Returning Catholics/ Alpha
- Baptism formation classes for parents and godparents

2: Middle School and High School Youth

- Collaborate with the Youth Coordinator on their religious education
- Form a core team to lead the Confirmation Formation Classes
- Collaborate with the Youth Coordinator on retreats and mission trips

3: Children's Catechesis and Faith Formation

- Religious education for children from grades Pre K to 6th grade
- Sacramental preparation classes and retreats (First Confession and First Holy Communion)
- Work with Hispanic Ministry Coordinator on communication with Hispanic families
- Sunday Children's Liturgy of the Word
- Vacation Bible School

Liturgy

- Sundays and other solemn liturgies at Christmas and Holy Week
- Liturgical ministry schedule
- Meetings with Liturgy Committee (Musicians, Art, Lectors, Extraordinary Eucharistic Ministers) to plan and prepare for liturgical seasons
- Organize, recruit, train and guide new Liturgical Ministers and plan annual faith formation for Liturgical and Liturgical Support Ministers
- Assist in wedding liturgy preparation

Supervision

- Supervise personnel and volunteers in faith formation process
- Supervise the background check and training of adults working with children and teens
- Conduct Safe Environment Program as per guidelines of the Archdiocese of Portland

Communications

- Use of technology in faith formation
- Communicate with the parish the events through parish bulletin, website, emails, and social media
- Improve social media presence among teens, youth and young adults
- Use FORMED online tool in faith formation

Miscellaneous

- Budget: work on the faith formation budget and oversee the budget process with staff under your supervision
- Calendaring: work with front office, school principal and parish staff on the annual calendar of events which goes from August to July

Position Requirements:

- Active member of a Roman Catholic faith family with Theological background
- Prefer 3 years' experience in parish work
- Computer skills are essential

To apply, please email a cover letter and a resume with references to:

Rev. Maxy D'Costa at: Pastor@sj-catholicchurch.com