



ARCHDIOCESE
OF PORTLAND IN
OREGON

Pastoral Associate **St. Anne Catholic Church**

Opening Date: December 6th 2017

Location: 1131 NE 10th St,
Grants Pass, OR 97526

Position: Full Time

Seeking a dynamic person who can fill a ministry position for a Pastoral Associate. Full time with benefits. There are two major duties in this position:

1. Faith Formation

Dynamic candidate needs to be able to recruit and train similar volunteers to help in the following ministries:

- RCIA
- Sacramental Preparation (1st Confession and Communion)
- Faith Formation for Children and Adults
- Summer Vacation Bible School
- Adult Confirmation
- Supervise the Safe Environment program via the Archdiocese guidelines

2. Liturgy

Qualified candidates must also be able to organize, recruit, train, and guide

- Lectors, extraordinary ministers of holy communion, and altar servers
- Assist in funeral preparation
- Coordinate special liturgies during the liturgical year
- Able to teach about the liturgy within a parish setting
- Recruit and lead parishioners to more fully participate in the life of the parish

Pastoral Associate collaborates and reports directly to the pastor who is very supportive of employees. Skill in English and Spanish preferred. Computer skills are essential.

To apply, please email a cover letter and a resume to
[**SearchCommittee@stannegp.com**](mailto:SearchCommittee@stannegp.com)