



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: PASTORAL ASSOCIATE**

**Opening Date:** March 14, 2018

**Location of Job:** St. John the Baptist Church

**Location Address:** 10955 SE 25<sup>th</sup> Avenue, Milwaukie, Oregon 97222

**Position:** Half Time

**Position Summary:** Seeking a dynamic person who can fill a ministry position for a Pastoral Associate Half time with benefits.

### **Job Duties:**

Faith Formation: Dynamic candidate needs to be able to lead, recruit, and set calendar for the year using Liturgy as a guide and train volunteers to help in the following ministries:

- RCIA
- Adult Confirmation
- Baptism Classes
- Adult Education

Supervise religious education coordinator, youth minister, music director and care minister. Provides support, guidance and participates as necessary in these ministries.

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

- Eucharistic Ministers and Lectors

- Coordinate special liturgies during the liturgical year
- Ability to teach about the liturgy within a parish setting
- Recruit and lead parishioners to more fully participate in the life of the parish
- Order and purchase supplies necessary for Liturgies
- Maintain a strict level of confidentiality on all matters relating to parish business
- Maintain a clear background clear check
- Participate in Called to Protect training and become a trained trainer
- Attend staff meetings twice a month
- Serve as back up for parish receptionist

Pastoral Associate collaborates and reports directly to the pastor.

**Position Requirements:**

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

**To apply, please email a cover letter and a resume to:  
Fr. Jorge Hernandez at: [frjorge@sjbcatholicchurch.org](mailto:frjorge@sjbcatholicchurch.org)**