



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Director of Religious Programs

Opening Date: 5/27/2021

Closing Date: 6/14/2021

Location of Job: All Saints Parish

Location Address: 3847 NE Glisan St, Portland, OR 97232

Position: 32 hours per week, benefits eligible

Position Summary: To direct the Parish Faith Formation Programs, RICA, Sacramental Prep, and Children's Liturgy programs for the Parish.

Primary Responsibilities:

- Director of Sacramental Preparation Programs – Baptism, Holy Eucharist, Reconciliation, Coordinate with the Pastor and Principal the Liturgical celebrations for events
- Provides volunteer oversight for Children's Liturgy, training, and volunteer schedule for Sundays
- Coordinate Sunday School for Parish Children (non-All Saints School Children)
- Woman's Prayer Group – twice monthly
- Work with the Pastor on RCIA program for coordination and training
- Coordinate with Pastor RCIA Liturgical celebration
- Prepares and monitors annual budget for above programs
- Youth Ministry
- Performs other work-related duties as assigned
- Coordinates RCIA meetings, celebrations, and other events with the parish and school calendar

Required Knowledge, Skills and Abilities: Proven ability in organizational and communications skills and understanding of programs for various age levels faith development. Must be able to prioritize workload to meet program requirements. Must have the ability to work both independently and as a member of a pastoral team. Must be flexible, creative, and responsible.

Minimum Qualifications: Active member of a Roman Catholic faith community. Five years' experience in parish work or related field. Demonstrated ability to successfully conduct workshops. College Degree in related areas.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

Please send resume and cover letter to garyv@allsaintsportland.com to apply.