

Job Description for Pastoral Ministry at St. Agnes+Our Lady of Fatima

Full time with benefits

40 hours weekly with flexibility: available daytime, some evenings and weekends

Pastoral Ministry Certification or previous pastoral experience

Demonstrated competency to work in multicultural/cross cultural settings

Practicing Roman Catholic

Transportation required (for late evenings, early Sunday mornings)

Must complete VIRTUS training and BCI background and fingerprinting

Able to communicate and collaborate in a collegial setting

Facility with Word and Excel and open to learning other tools and software

Able to contribute constructively to conversations and dialogue regarding parish life

Able to receive and offer constructive criticism regarding activities, programs, or pastoral situations.

Able to attend regular staff meetings and contribute ideas, information, and counsel to pastor and fellow staff regarding parish programs and activities.

Attendance at pastoral council meetings monthly

Attendance at Fall Pastoral Council workshop/retreat.

Individual who will assist the pastor and parish staff in the overall pastoral work of the parish. Position will require working and coordinating with numerous volunteer and paid positions, including but not limited to:

Parish Office Administrative Assistant

Director of Liturgical Music

Custodian

Parish Pastoral Council

Commission Chairpersons

Parish Group Leaders

Staff of Fatima Family Center

Hot Meal Volunteers

Other Parish Ministry Volunteers

Specific duties include the following:

Assist in training and scheduling eucharistic ministers to the homebound

Work with pastor to ensure training of all liturgical ministers and parish leaders

Assist pastor in coordinating programs and developing volunteer teams for:

- RCIA

- Children's Liturgy of the Word

- Alpha

- Sunday morning youth religious education (SWAGG)

- Bible Study for Adults

- Ongoing Adult Faith Formation

Assist pastor to support and grow ministry to the youth of the parish and neighborhood

- Assist with training and certifying volunteers in VIRTUS and PRAESIDIUM and background checks

- Support compliance with Youth and CYO program registration and deadlines

- Support faith formation component of youth activities

Support Coordinator and Volunteers for Tuesday Hot Meal Program

Support to choir and music program in coordination with choir and musician leadership.

Send resume and references by June 4 to:

Rev. Robert Marva, OFM Cap., Pastor
St. Agnes+Our Lady of Fatima Parish
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