



ST. JOHN'S ARCHDIOCESE INC.

POSITION DESCRIPTION

Job Title:	Pastoral Assistant
Department/Group:	Divine Mercy Parish
Supervisor:	Fr. John Sullivan
Incumbent:	

Summary Statement/Purpose:

Reporting to the Parish Pastor, this position involves working with the overall Faith Formation, Sacrament Preparation and Religious Education and Development of the Parish through facilitation and support of a system of life-long, intergenerational faith formation. This position is designed to help guide and work in partnership with parish staff, volunteers and the Archdiocesan office of Evangelization and Catechesis in developing and implementing short term and long term planning that will serve the changing needs of the parish.

Responsibilities of the position include coordinating of all parish ministries and developing, implementing and directing programs that balance both the maintenance and missional aspects of the parish and for the spiritual formation and belonging of parishioners.

This position also requires an individual who can be flexible in their work schedule.

Primary Role and Responsibilities:

1. Faith Formation, Sacrament Preparation and Religious Education and Development:

- a. Assists the Pastor, in consultation with the Archdiocesan Director of Catechetics, to determine the faith formation needs of the parish, develop goals, objectives and strategies for faith formation programming and be responsible to ensure all material required for programming are available.
- b. Directs the implementation of Archdiocesan faith formation programs.
- c. Develops individualized programs for parishioners with special religious education needs.
- d. Provides leadership to assist the parish community in building a solid foundation for adult spirituality, Christian living, ministry and outreach.
- e. Develops, in consultation with the Archdiocesan Director of Catechetics, periodic assessment and evaluation of parish programs, creating a standard of practice.
- f. Works with the Pastor and other lay leadership and families, to development of a strong and vibrant system of religious education in the parish.
- g. Builds a collaborative relationship between sacramental preparation, children's and youth ministry, parents and family faith formation.



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2. Volunteer services:

- a. In collaboration with the Pastor and Parish Leadership and Ministerial Coordinators, develops a cohesive and accessible parish system for parishioners seeking to serve. Works with volunteers to identify and enable leadership to take responsibility for parish ministries and provides orientation, ongoing formation, supervision and evaluation.

3. Communications:

- a. Assists the Pastor in developing messaging and assist in providing effective public relations/communications with the Parish and greater community. Creates, implements and maintains an up to date parish communication plan to include bulletin, website, Mass announcements, social media, direct mail, etc.
- b. Works collaboratively to develop and maintain a parish calendar which prioritizes a vibrant liturgical and sacramental focus as well generous opportunities for ongoing faith formation, religious education and social outreach.

4. Administrative:

- a. Attends parish pastoral meetings and parish functions as required to establish good relations with members of the parish.
- b. Maintains a collegial relationship with Pastor, Parish Staff, Archdiocesan staff, parishioners, volunteers, etc.
- c. In consultation with Pastor, works with parish staff, ministries and lay leaders to establish and implement parish policies while adhering to Archdiocesan policies at all times.

5. Performs other related duties as requested or assigned by the Parish Pastor or designate.

Qualifications:

Education and Experience Requirements:

- Bachelor's Degree in Theology and 5 – 10 years of demonstrated administrative and leadership ability
- Commitment to ongoing faith formation and professional development;
- Skilled in decision making
- Excellent written and oral communication skills
- Strong organizational skills and attention to detail
- Excellent computer skills
- Practicing Catholic in good standing with the Church

Knowledge, Skills and Abilities:

- Skill based competencies are required to perform the functions of the job.
- Ability to exercise independent judgment to prioritize tasks
- Ability to maintain strict confidentiality
- Excellent interpersonal skills
- Ability to communicate and respond to inquiries from the public
- Ability to work independently as well as being a team player who fosters a positive work environment
- Flexibility in schedule



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Personal Competencies:

- Honest and trustworthy
- Good work ethic
- Team player
- Punctual and reliable
- Ability to work independently to complete assigned tasks with minimum or no supervision.
- Flexible to meet changing job requirements
- Tactful, polite and courteous to co-workers and general public

Physical Requirements:

As needed to perform the tasks specified in this Position Description.

Professional Designations/Memberships:

N/A

A Certificate of Conduct and Vulnerable Sector Check from the Royal Newfoundland Constabulary is required for the position.

Working Conditions:

Daily work schedule is based on 35 hours per week .