



St. Patrick Church

Milford, New Hampshire

Pastoral and Faith Formation Associate

POSITION NAME: Pastoral and Faith Formation Associate **LOCATION:** Milford, NH

REPORTS TO: Pastor

OPENING DATE: August 1, 2022 **TERMS:** Full-Time

GENERAL STATEMENT OF DUTIES: The Pastoral and Faith Formation Associate will function as an integral member of the parish staff, sharing in the responsibility of the needs assessment, decision-making, planning and implementation of parish ministries and operations. The position is more of a generalist than a specialist, working at the direction of the pastor in responding to the pastoral, educational, and administrative needs of the parish. This position requires the individual to be open to professional growth and development. The position requires the ability to coordinate activities with Deanery Churches and the Diocese of Manchester.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

FAITH FORMATION

- Administer the Family Faith Formation of parish, grades K-5 and 6-12 serving as a coordinator of catechesis and faith formation of children and parents
- Administer Confirmation and First Eucharist program
- Administer (and direct) the Rite of Christian Initiation of Adults (RCIA)
- Oversee volunteer catechists and their formation – Adult Faith Formation and Bible Study

PASTORAL MINISTRY

- To promote, to assist and to be present in the life of the parish
- Ex Officio member of the Parish Pastoral Council in long-range planning, goal-setting, objectives and action steps related to the parish mission
- Coordinate Funeral Prep and Funerals with Funeral Homes and Staff
- Coordinate, train, and schedule Liturgical Ministers
- Coordinate pastoral care of sick and shut ins at homes and Healthcare Centers ... gather and train volunteers
- Back up the parish secretary with the publication of weekly parish bulletin
- Other ad hoc duties assigned by the Pastor

QUALIFICATIONS

- Practicing Roman Catholic in full communion with the Church
- On-going education, training, experience in theology, faith formation and liturgy
- Leadership skills
- Strong verbal, written, and technology communication skills
- Strong organizational, interpersonal and collaboration skills
- Compassionate presence

BENEFITS

2 Weeks Paid Vacation, Personal, Sick time

JOB TYPE

Full-time: 35 hours per week
Schedule: Flexible, includes some nights and weekends
Salary: Salaried