

POSITION:

JOB TITLE: Faith Formation Assistant (part-time)

DEPARTMENT: Faith Formation St. Peter the Apostle

REPORTS TO: Pastor and/or Parish Office/Business Manager, Faith Formation Director/Supervisor

FLSA STATUS: EXEMPT NON-EXEMPT

GENERAL SUMMARY: Hours 20-25 hours per week
Schedule: varies

ESSENTIAL JOB DUTIES/PERFORMANCE STANDARDS:

- Routine/Regular attendance as scheduled
Job description and essential duties/responsibilities (with the approval of the pastor) include, but are not limited to:
- Assists the Faith Formation Department, RCIA, youth group, and young adults, staff, volunteers and students.
- The position requires the assisting of the teaching of the sacraments of the church, plan, organize,
- assists all Sacramental programs, assists in the scope and sequence of the First Eucharist and Reconciliation sacramental program, and RCIA
- assists in the curriculum for adult Confirmation preparation as needed,
- assists in the scope and sequence of Confirmation meetings, sessions, retreat, service opportunities, communications and rites,
- assists in the planning and organizing in the sacramental celebrations and receptions, registration, scheduling class times, making sure parents know and understand their role in the formation of their children/students, budgeting, special events, Children's Liturgy of the Word and Vacation Bible School, and retreats.
- The position also requires help and participation of parish and department fundraising.
The position works with parish office to ensure that all in the department have completed the background check and CMG connect.

NONESSENTIAL JOB DUTIES:

- The assistant always puts safety first with the Safe Environment Program, and helps monitor that faith formation building is being utilized properly with the guidance of the pastor.
- The assistant also helps with parish festivals and special events.

- This position also assists the Faith Formation Office and clerical duties such as recording, filing, phone calls, data entry, and mailings.
- The assistant also must practice good customer service and pastoral care.
- The assistant helps to ensure that the policies of the diocese and parish are maintained.
- The assistant helps with other assigned duties and work with other parish staff.
- Bilingual Spanish/English preferred.
- Be open to continue education and taking Catechetical Education/formation classes offered by the diocese.
- Open to cross training with parish office if need to help cover the front desk.

This job description is a summary of the essential duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities and may change at the Pastors discretion.

Please contact the St. Peter the Apostle parish office at 702-970-2500 to apply.