

## MINISTRY DESCRIPTION

**PARISH:** St. Mary Eldora

**POSITION:** Pastoral Associate/Director of Faith Formation

**GENERAL STATEMENT OF DUTIES:** Full-time Position at St. Mary's Eldora. As Director of Faith Formation this person is responsible to oversee the parish's overall efforts to form and support parents/guardians in their role as the primary catechists of their children. Also oversees all Faith Formation programs (children, youth, family, adult, RCIA), sacramental preparation, and supports and encourages faith sharing groups and Bible Studies.

As Pastoral Associate, this person assists the Pastor in his Pastoral care, especially of the sick and elderly, and those in grief and crisis. Also can serve to represent the Pastor in his absence.

Finally this person assists **in carrying out our mission to make disciples through outreach, welcoming all, faith formation, and worship.**

## REQUIREMENTS

- Is a Catholic in good standing; maintains an active role in the parish.

## ADMINISTRATIVE RESPONSIBILITIES:

- Collaborates with the Pastor in direction of the parish/linkage programs, ministries, and planning.
- Maintains regular communication with the Pastor and other members of the parish staff
  - Including attendance at Linkage Staff meetings
- Represents the Pastor in his absence
  - Especially in attendance of the Eldora-Pine Lake Ministerial Association (PLMA)
- Fosters communication between the parishioners and the Pastor.
- Administers designated parish programs (e.g.; RCIA; Adult Faith Formation).
  - Ensures that faith formation programs and opportunities are appropriately staffed with competent and faith-filled volunteers.
  - Ensures that the program has all the resources needed to be successful (e.g. textbooks, technology, materials).
- Oversees recruitment of volunteers; supervises them and provides training for them.
  - Provides reports to and regularly attends Faith Formation Commission Meetings.
- Relates to Linkage and Archdiocesan structures and attends Archdiocesan functions relative to her/his position
  - Networks and collaborates with other Faith Formation Leaders in Linkage and area parishes
  - Attends Archdiocesan functions such as: PAMAD (Pastoral Associates & Ministers of the Archdiocese of Dubuque association); Archdiocesan Pastoral Study days, etc.
- Participates in Eldora-Pine Lake Ministerial Association (PLMA) ecumenical activities
  - Attends monthly meetings;
  - Ensures that St. Mary's Church is represented on PLMA rotation schedule for all of the following: county jail chaplain visits; Sunday prayer services at two care centers;
  - Collaborates with pastor in creating and executing services and finding volunteers for the ecumenical Good Friday Service, and South Hardin High School Baccalaureate program when it is St. Mary's turn to host these events; and other PLMA duties that surface during the year according to current needs of the community).
- Contributes to the following: linkage website, bulletin, and inserts, etc.
- Organizes a calendar of events for his/her area(s) of responsibility.
- Prepares and manages a budget; submit invoices for timely payment or reimbursement.
- Collaborates with Linkage Business Manager to ensure compliance with Archdiocesan Safe Environment Policies.
- Fills out Diocesan Reports

## **FAITH FORMATION AND EDUCATION**

- Fosters the faith growth of all members of the parish/linkage.
- As Director of Faith Formation, administers Adult Faith Formation, Family Faith Formation, and RCIA.
- Ensures that opportunities for on-going faith formation for parents/guardians are provided and promoted.
  - Supports and encourages Bible study and faith sharing groups and serves as a resource person for these groups.
  - Maintains, rotates, and orders materials for our Lighthouse Catholic Media Kiosk
- Ensures or implements Sacramental Preparation and ensures recording in Sacramental Records for:
  - First Reconciliation
  - First Eucharist.
  - Confirmation
  - Parent preparation for Baptism
- Maintains communication with families with young and/or teenage children.
- Oversees catechetical instruction programs for children 12 and under.
  - Oversees community building and/or spiritual opportunities for children 12 and under (e.g. Vacation Bible School, Summer Camp, Children's Liturgy of the Word, Totus Tuus).
  - Maintains, sorts, and orders supplies for Mass bags, Magnifikid Booklets, and/or Living Faith Kid Booklets.
- Oversees catechetical instruction programs for teens.
  - Oversees community building, spiritual opportunities, and outreach/service opportunities for teens (e.g. retreats, NCYC and other conferences, prayer groups, service trips, Totus Tuus, fellowship).
  - Oversees fundraising for faith building opportunities such as NCYC, mission trips, etc.
- Creates an environment in which people can discern their specific vocation.
- Provides spiritual leadership by directing retreats (e.g. Lenten Retreat; RCIA retreat).

## **WORSHIP/LITURGY/PRAYER**

- Serves as a recognized leader of Sunday Celebration in the Absence of a Priest (SCAP) and Lay Leader of Prayer; Funeral Vigils, Cemetery Services, Stations of the Cross.
- Gives reflections when pastorally and canonically appropriate.
- Serves as a resource person if requested; attends Funerals as schedule allows;
- Assists the pastor in coordinating and planning funerals
- Is a visible participant in weekday and weekend liturgies as schedule allows.
- Assists with the preparation of liturgical celebrations for special occasions as appropriate.

## **PASTORAL CARE FOR THE SICK AND THE ELDERLY:**

- Coordinates the schedules of Communion ministers to the homebound and care centers.
- Visits the sick in the care centers on a regular basis.
- Visits the sick in their homes and in the hospitals on a limited basis.
- Attentive to those dismissed from the hospital and recuperating from surgery or prolonged illness on a limited basis.

**PARISH LIFE / OUTREACH**

- Provides hospitality for various activities when needed.
- Assists in fostering a sense of community within the parishes in which new members and established parishioners feel a sense of belonging to each other, the parish, the linkage, and the larger Church.
- Serves as a resource person for parish committees when requested and as time allows. (i.e. Staff liaison to Social Justice Committee)
- Counsels troubled parishioners. Refers them to professional counseling when needed.
- Assists in responding to the needs of the poor and the forgotten in the parish and community.
- Assists with ministry to alienated or non-practicing Catholics.
- Assists with evangelization.

**SPECIFIC JOB SKILLS:** Strong verbal and written communication skills. Ability to prioritize workload to meet demands. Proficient in technology. Ability to maintain confidentiality. Proficiency in utilizing the Catechism of the Catholic Church, the Bible, and other Church documents.

**WORKING ENVIRONMENT:** While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds. Entails frequent evening and weekend work. Contacts are normally made inside and outside the Parish. Contacts frequently contain confidential/sensitive matters.