

Job Description for Pastoral Associate: Faith Formation Saint Thomas More

Youth Faith Formation Responsibilities (include but not limited to):

Coordinate sacramental preparation for First Reconciliation, First Eucharist, and Confirmation and RCIA for Children on an as needed basis. Also, coordinate a K-5 Family Faith Program, Catechesis of the Good Shepherd, and Children's Liturgy of the Word. Maintain all appropriate documentation for sacramental preparation and receipt.

Adult Faith Formation Responsibilities (include but not limited to):

Coordinate and organize guest speakers for events.

Coordinate and organize small group offerings, including recruiting facilitators.

Plan receptions after major parish events.

Coordinate sacramental preparation for RCIA. Maintain all appropriate documentation for sacramental preparation and receipt.

General Staff Responsibilities (include but not limited to):

Attend staff meetings.

Report directly to pastor and meet with pastor on regular or as needed basis re faith formation

Serve as staff liaison to Faith Formation Commission, including providing office support for ongoing and occasional projects.

As the Jesuit Parish of the Twin Cities, Saint Thomas More tries to infuse Ignatian Spirituality into all of its programming. Therefore, a background in Ignatian/Jesuit Spirituality is helpful. However, if not possessed, a willingness to learn about Ignatian/Jesuit Spirituality is sufficient.

Contact Information:

Fr. Warren Sazama, S.J., wsazama@morecommunity.org, (651) 227-7669 x312

This will be a full-time position with benefits. Salary will be commensurate with experience. We would like to receive applications by August 31st, 2018.