
JOB DESCRIPTION

TITLE:	Faith Formation Ministry Assistant
REPORTS TO:	Faith Formation Director
CLASSIFICATION:	Part-time Non-Exempt
PAY RANGE:	\$20.00 to \$24.75 "Based on qualifications, experience, and education"
SCHEDULE:	M-F, (19-24 hrs. per week), occasional weekends, and evenings

PARISH MISSION STATEMENT

We the people baptized into Jesus Christ, formed by Word and Sacrament, empowered and guided by the Holy Spirit, seek to be a visible sign of God's love. Our Mission is to glorify God and build God's Kingdom by calling forth one another's unique gifts through openness to the Holy Spirit, using our gifts for the common good, welcoming all, caring for those in need, teaching our faith to other's and promoting healing through presence, sharing burdens, and unconditional love.

JOB SUMMARY

The Faith Formation Ministry at St. Martin de Porres exists to form every member of our parish community into a missionary disciple by fostering a real and ongoing encounter with Jesus Christ, equipping them to live and share their faith in the secular world. The Faith Formation Ministry Assistant will assist the Faith Formation Director in achieving this goal by assisting in all aspects of Faith Formation, Sacrament Preparation and Evangelization of the Children, Youth, and Adults of the parish.

JOB REQUIREMENTS

The ideal candidate should be a fully initiated and practicing Catholic with a minimum of 5 years of ministry experience with the administrative capabilities needed for this position. The candidate needs excellent verbal, written, and computer skills. A Bachelor's degree is preferred (ideally in Theology, Scripture, Religious Education, or related field). The candidate should be both knowledgeable and faithful to the teachings of the Church.

JOB RESPONSIBILITIES

Because all RCBO employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

The position of Faith Formation Ministry Assistant consists of some or all of the following duties:

- Assisting in the planning, implementation, and coordination of Faith Formation programs and evangelization initiatives that engage children, youth, and adults within our parish boundaries.

- Aids in promoting and publicizing all faith formation activities & resources (FORMED, Library, etc) in collaboration with Faith Formation Director and parish staff on website, bulletins, flyers, emails, flatscreen & social media.
- Provides administrative support to Faith Formation Director including managing correspondence, preparing and organizing resource materials, and assisting with other clerical tasks as needed.
- Assists in the recruitment, training, and coordination of volunteers who serve in Faith Formation programs and events, ensuring volunteers are equipped and empowered to serve effectively in their roles while maintaining compliance with diocesan and parish guidelines.
- Helps to maintain records of the Safe Environment Training of Children & Volunteers mandated by the Parish and Diocese.
- Assists in the completion of the yearly Diocesan Census.
- Assists in updating and maintaining Ministry Databases.
- Maintains AFF program supplies as needed including vestibule CDs, books, pamphlets, etc.
- Helps to develop, distribute and maintain Faith Formation activities in coordination with the Faith Formation Director, Parish Office and the Parish Master Calendar.
- Helps to create a welcoming atmosphere and maintain organization in program offices and storage areas.
- Creating a work schedule reflecting defined office hours along with required evening and weekend work, while maintaining flexibility to accommodate unforeseen needs.
- Acting as a resource to the parish as needed.
- Assuming additional responsibilities and activities after mutual discussion and agreement with Faith Formation Director.

The **Faith Formation Ministry Assistant** works collaboratively with the Faith Formation Director, the parish staff and parish community by:

- Upholding and supporting the vision and mission statement of St. Martin de Porres Catholic Church.
- Participating visibly in all aspects of parish life through worship, community, catechesis, and outreach
- Fostering effective communication in the parish with staff, volunteers, and parishioners
- Continuing with personal faith development informally and through learning opportunities at parish or diocese especially as related to Faith Formation.

JOB EVALUATION

The **Faith Formation Ministry Assistant** is hired by the Faith Formation Director and the Pastor in collaboration with the Parish Director. An annual review of this job description and an evaluation of performance are expected.

Work Conditions

- The position primarily involves work in an office setting within the parish premises, requiring frequent use of office equipment such as computers, telephones, printers, and filing systems.
- Evening and weekend work is required to accommodate parish programs and events.
- Must be available to adjust the schedule as needed to meet the needs of the parish community and ministry activities.
- Regular interaction with children, youth, adults, and volunteers in a professional and faith-based environment.
- Some local travel may be required for parish and diocesan meetings or events.

Physical Requirements

- Ability to remain seated for extended periods while performing administrative tasks.
- Frequent walking, standing, and moving around the parish campus to support programs and events.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Manual dexterity required for operating office equipment, creating materials, and managing paperwork.
- Visual and auditory ability to communicate effectively with staff, volunteers, and parishioners in person, via email, and by phone.
- Must be able to set up and dismantle chairs, tables, and other equipment needed for parish activities as required.

Rev: 01/02/2025