

Pastoral Associate for Family Faith Formation (Catholic Community of Northern Columbia County, St. James Chatham, St. John's Valatie, St. Joseph Stuyvesant Falls)

Location:

Location at St. John's Valatie for office support and planning. Travel to set up and supervise sessions at multiple sites is required.

Reports To:

Pastor or his designee

The Pastoral Associate for Family Faith Formation is a great position for someone seeking a part-time, faith-based position with hours that can fit into the school day, working in a wonderful community environment. Our Tri-parish network is seeking a **committed, organized and mission-driven leader** to help guide our Family Faith Formation program. Some weekends and nights are required.

Functions/Responsibilities:

- Support and Administer the Tri-parish Family Faith Formation Program for all students in grades PreK-11.
- Ensure supply of texts, online and concrete resources, and preparation of teaching spaces.
- Participate in regular evaluation and development of programs according to the needs of the families served and results of updated research and experiences.
- Participate in ongoing professional development in Roman Catholic youth ministry and spiritual formation.
- Provide ongoing recruitment, formation/training, support and evaluation of catechists and volunteers working in the Family Faith Formation Program.
- Participate as an ad-hoc catechist when needed.
- Ensure that households participating within the Family Faith Formation Programs sector are up to date with parish registration at the start of each program year.
- Ensure that Family Faith Formation Programs are in accord with Diocesan and Catholic Church guidelines and teachings.

Minimum Requirements:

The Director of Family Faith Formation must possess the demonstrated ability to organize and supervise a family faith formation program for the assigned sector. Must possess a combination of education, training and desire needed to assist the sector to grow and develop in the future. A minimum of two years of experience leading programs, teaching, or satisfactory equivalent.

Required Skills:

Knowledge and experience with parishioners of all ages. Knowledge of the principles and practices applied to a parish/sector religious education program. Knowledge and living out of Roman Catholic faith teachings and practices throughout the Tri-parish communities. Ability to develop and adapt to various religious education curriculums and programs. Ability to collaborate with volunteer catechists. Ability to instill and maintain enthusiasm in volunteers. Possession of excellent written and spoken communication skills. Willingness to work flexible hours at nights and weekends. Sincerity, confidentiality, commitment and understanding of the dynamics of parish life and the unique circumstances of the parishes, of the Tri-parish sectors. Good computer skills.

Physical Demands:

This position requires physical stamina to present classes and discussions with groups and individuals if needed. Lifting supplies/materials up to twenty-five pounds and setting up classroom/event areas is often required.

Disclaimer:

Employment is contingent upon the successful completion of a Background Check, agreement with The Standard Code of Conduct of the Diocese of Albany, the Diocesan Technology Policy, and the Diocesan Social Media Use Policy, and completion of CMG training. The statements above are intended to describe the general nature and level of work being performed by employees assigned to this classification. This job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities as needed. Employment is At Will; no certain term of employment is offered or promised, and no guarantee of definite term of employment is given or implied.

Additional Information:

\$22.50/hr. based on experience and qualifications

Non-Exempt Part Time/Salary (No more than 19 hrs./week on average, 11-month position)

Send Resumes To:

Please send resumes to halpind@rcda.org