

**PARISH: Saint Patrick - Tacoma**

**TITLE:  
Pastoral Associate for Faith Formation,  
Sacramental Preparation, and  
Community Life**

**NAME:** \_\_\_\_\_

**REPORTS TO: Pastoral Coordinator**

**DATE:** \_\_\_\_\_

**GRADE: 13-14**

The following is list of major duties and responsibilities of this position.

### **I. POSITION PURPOSE**

Develops, implements and directs Faith Formation Programs for all ages from pre-school to older adults; all Parish Sacramental Preparation Programs; and creates comprehensive and coordinated plans for Community Life Initiatives including small faith groups, large events, guest speakers, and welcoming initiatives for a vibrant parish community to live the vision of the Church and carry out the mission given to us by Christ.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

A. Collaborates with the pastoral leader, staff, and parish consultative bodies in implementing the mission of the parish.

B. Responsible for the development and implementation of a comprehensive plan for Faith Formation Programs and ministries for all age levels (preschool, elementary, junior and senior high students, parents, and adults), as delegated by the pastoral leader. Creates and oversees parish Faith Formation Commission.

C. Responsible for the development and implementation of a comprehensive plan for Sacramental Preparation programs (e.g. RCIA, Infant Baptism, Children's Sacraments, Adult Confirmation, Eucharist, Reconciliation, Marriage, etc) as delegated by the pastoral leader.

D. Responsible for the development and implementation of a comprehensive plan for Community Life Programs and Ministries (e.g. Women's and Men's Prayer Group, Special Events, Guest Speakers, Welcoming Programs, etc.) as delegated by the pastoral leader.

E. Leads or attends community and parish meetings as needed to promote and plan strategies and goals for Sacramental Preparation, Faith Formation and Community Life programs and ministries.

F. Responsible for supervising (including evaluation of) the Sacramental Preparation,

Faith Formation and Community Life support staff and volunteers. Recruits, trains, motivate and provide general and specific direction to staff and volunteers involved with these activities and programs.

G. Develops and administers budget for Sacramental Preparation, Faith Formation and Community Life activities. Assures purchase and allocation of equipment and materials necessary for Sacramental Preparation, Faith Formation and Community Life programs.

H. Assures collaboration with the school's religious education and parish faith formation activities.

I. Oversees accurate maintenance of all program records.

J. Performs other duties as assigned.

**APPROVED:**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_