

**Parish Overview:**

St. Margaret's Catholic Church is a vibrant and welcoming community. We are located in the historic village of Homer, NY in the beautiful Finger Lakes region of New York State. In responding to the Holy Spirit, St Margaret's proclaims, shares, and celebrates the Good News of Christ by challenging and nurturing growth in faith, and by supporting one another in order to bring love, justice, and the hope of salvation to all people.

**The Ideal Candidate:**

St Margaret's Church of Homer is seeking a Parish Pastoral Associate to share duties with the pastor. We are seeking an energetic and personable individual with strong organizational skills. The Pastoral Associate would serve as a member of the Parish staff and be accountable to the pastor. The ministry of the pastoral associate is comprehensive, relating to all aspects of parish life. The candidate will share responsibilities of the day-to-day operation of the parish office working closely with the parish office manager. Responsibilities will include oversight of Faith Formation programs (grades 1-10), Youth Ministry as well as RCIA. The appropriate candidate will also assist with baptismal and wedding preparations and liturgical responsibilities including scheduling liturgical ministers, planning funeral liturgies and training new liturgical ministers.

Candidate may be a deacon, religious or layperson.

**Preferred Candidate would:**

- Hold a Master's Degree in Pastoral Ministry (or equivalent) and a minimum of three years' experience
- Be a practicing catholic
- Have a basic knowledge of Church structure, doctrine, terminology, and practices
- Possess strong written and verbal communication skills and the ability to multitask
- Possess computer skills; experience using Microsoft Office Suite is essential
- Possess strong leadership skills with the ability to work collaboratively with others

**Job Responsibilities****Faith Formation**

- Oversee Faith Formation programs (Grade 1-10)
- Recruit and train new catechists as needed
- Present information at parent meetings for sacraments
- Record all sacramental statistics in the books (Baptism, First Communion, and Confirmation)
- Coordinate Children's Liturgy of the Word-recruit catechists

**RCIA**

- Develop an RCIA team
- Schedule faith sharing sessions
- Coordinate the liturgical rites of RCIA

**Liturgy**

- Schedule Liturgical Ministers/Oversee training of new ministers
- Prepare Prayer of the Faithful and Presider's weekend book
- Prepare agenda for Liturgy committee meetings
- Plan funeral liturgies with the family of deceased/funeral masses and record
- Preside at wake service and cemetery services for the deceased
- Record Mass intentions in Mass book

**Administration**

- Participate in staff meetings
- Oversee staff positions and daily operation of the parish
- Meet with families for baptismal preparation
- Meet with couples for wedding preparation
- Other duties as required for daily parish administration
- Oversee and promote annual Diocesan Hope Appeal

The Parish has a mission church, St. Lawrence in DeRuyter. Pastoral Associate will have some administrative duties connected with the mission church.

**Youth Ministry**

Develop a Youth Ministry Team  
Support Youth Ministry initiatives

**How to Apply:**

**Deadlines for applications:** Until a qualified candidate is hired

**Estimated Start Date:** July 1, 2020

**Compensation:** This position is listed as a full-time appointment. Compensation is dependent on experience and will include retirement contributions as well as access to medical benefits.

**Confidential Application Process:**

Email your cover letter (Word or PDF document) summarizing your interest and experience along with a current resume to Father Paul Alciati, Pastor, at [office@stmargaret-homer.org](mailto:office@stmargaret-homer.org)

St. Margaret's Parish website:

<http://www.stmargaret-homer.org> or <https://www.facebook.com/StMargaretsHomer>