

## ***St. Anthony of Padua Church***

1000 Cambridge St. Novato, CA 94947  
(415)883-2177 [www.stanthonynovato.org](http://www.stanthonynovato.org)

### **Faith Formation Minister II**

#### **Position Description**

St. Anthony's Catholic Church is a vibrant community that is inspired by the spirit of faith, hope and love. We are blessed with generous, talented people with minds that believe, hearts that hope, and souls that love. As we pursue our God-given mission to "Go and Make Disciples", the Faith Formation Minister II (FFM-II) will lead musical worship for the contemporary music masses, be responsible for the technical aspects of all Masses, work on the website, as well as, all social media and work directly with middle school/high school students.

The Faith Formation Minister II reports to and works with the Parish Executive Director, as well as, the Pastor, other employees, clergy, and key volunteers.

#### **Responsibilities**

- Coordinate, maintain and lead worship at the Sunday 11 AM Contemporary Music Mass with energy and staying on top of current music trends.
- Facilitate, coordinate and lead all necessary rehearsals and communication for the Sunday 11 AM Contemporary Music Mass.
- Collaborate with the Parish Executive Director, Pastor, and Liturgical Council in the implementation of the overall vision of the high school and middle school ministry program through the planning, execution and evaluation of the program.
- Work with the Volunteer Coordinator for the recruitment and training of the many volunteers needed for Life Teen/Edge faith development and evangelization.
- Be available for possible extra liturgies and events over the course of the year, including but not limited to Christmas, Holy Week, and Easter at the discretion of the Pastor and Parish Executive Director.
- Oversee all technical aspects (Livestreaming, sound, computer graphics, and video content creation and editing) of Mass services.
- Provide Audio/Visual technology support for other programs and events throughout our campus. This support includes, but not limited to, arranging volunteer assistance or training other ministry leaders.
- Recruit, train, lead, schedule, and manage tech volunteers.
- Responsible for updating the website.
- Responsible for all social media including Flocknotes, Facebook, Instagram and other media.
- Responsible for parish hall set up that requires the setting up of tables, chairs and moving walls.

All other duties as assigned by the Parish Executive Director or Pastor.

## **Experience**

- Three years of experience in youth ministry activities preferred, especially related to leading musical worship and a Bachelor's Degree.
- Completed the Master Catechist program.
- Must be proficient in one's musical abilities instrumental and/or vocal skills, so as to be able to lead praise and worship music.
- Proven ability to speak and present in an inspiring manner.
- Proven excellence in leadership and interpersonal skills, communications, and volunteer management.
- Experience with current audio, video and live streaming technologies in a worship setting.
- Experience utilizing websites and all general social media.
- Bilingual in Spanish is preferred but a willingness to learn is acceptable.

## **Qualities**

- Have great knowledge and respect for the teachings and practices of the Roman Catholic faith and be a practicing Catholic in good standing with the Church.
- Passion and love of God, youth ministry and musical praise and worship.
- Strong integrity, honesty, confidentiality, and reliability.
- Must be able to work under pressure; must be able to work within collaborative ministry with members of the parish staff and must be able to anticipate solutions to problems.
- Flexible and pastoral sensitivity to parish employees, parishioners, volunteers and guests.

## **Other Information**

- If interested please submit a video recording of you singing a contemporary Christian song and explaining why you chose that song.
- Applicant should submit a cover letter, resume, salary requirement, three references, as well as, a one-page letter describing their spiritual growth and development.

Schedule: Full time, exempt, 40+ hours per week, to include flexible hours during core parish office hours of 9am-4pm Monday through Friday, weeknights, Sundays, Christmas Eve, Christmas Day and Easter Sunday.

Rate: Salaried / Exempt, depending on experience and qualifications.

Generous Benefits through the Archdiocese of San Francisco include:

- Paid time off - vacation, sick, holidays, bereavement, and jury duty
- Parental leave and paid health insurance premiums during medical leaves
- Medical, Dental, Vision and Life and Long Term Disability and Life Insurance
- Pension and Tax Deferred Savings Plan 403(b)
- Flexible Spending Account

- Employee Assistance Program
- Wellness Program Incentives
- Catholic Cemetery Burial Benefits

Environment: Office setting requiring sitting and working on a computer, answering phone, standing, squatting, reaching and frequent trips outside to other buildings on the parish campus. While performing the duties of this job, the employee must be able to transport materials and equipment (up to 30 pounds) to and from various locations. Will be required to use hands in repetitive motion tasks and handle objects.

St. Anthony of Padua is located in south Novato in beautiful Marin County just north of San Francisco. With approximately half of our 1,500 registered families regularly attending Mass, we are committed to evangelization and outreach to bring Christ out into the community, to meet people where they are, love them as they are, and lead them to Christ through the Eucharist. This position is a key role in that mission. If you believe you are the one being called to join us on this mission, we want to hear from you!

Please email the required documents to:

Renee Scott, Parish Executive Director, at [renee@stanthonynovato.org](mailto:renee@stanthonynovato.org)

*All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment, qualified applicants with criminal histories.*