

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

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

### **Faith Formation Minister I**

#### **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 I (FFM-I) will assess the needs of the Parish, envision an overall faith formation program, and develop new approaches and strategies to make Jesus known and loved in every heart. The FFM-I will meet children, parents, adults and seniors where they are with Christ's love. The FFM-I is responsible for the development, implementation, and administration of the overall faith development and evangelization efforts including Adult, RCIA, Children, Family and Sacramental Preparation.

The FFM-I reports to and works in close collaboration with the Parish Executive Director, as well as, the Pastor, other employees, clergy and key volunteers.

#### **Responsibilities**

- Program Development: Collaborate with the Parish Executive Director, Pastor, and Liturgical Council in the overall development, implementation, and administration of the children/ adult faith formation and evangelization programs and initiatives.
- Children's Religious Education: Work with volunteers to offer programs for pre K - 5th grade, such as Children's Liturgy of the Word, religious education classes, children's Christmas pageant and Vacation Bible School.
- Adult Religious Education: Lead, manage and work with volunteers to continue to offer and develop programs for all adults in the parish. Including the Alpha program.
- Responsible for Halloween Trunk or Treat, Young Families Christmas Party, Easter Egg Hunt and Good Friday Passion Play.
- Sacramental Prep: Oversee all Sacramental preparation and responsible for Communion programs.
- Formation, Training & Supervision: Responsible for the recruitment and training of the many catechists and volunteers needed across all areas of faith development and evangelization.
- 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 and Pastor.

#### **Experience**

- Three years experience in adult/ young children's ministry activities with a Bachelor's degree.

- Completed the Master Catechist program.
- Proven ability to speak and present in an inspiring manner.
- Proven excellence in leadership and interpersonal skills, communications, and volunteer management.
- Proficient with word processing, spreadsheet and presentation programs.
- Experience with database management and reporting.
- Experience utilizing website and social media.
- Bilingual in Spanish is a preferred but willingness to learn is acceptable.

### **Qualities**

- Have deep knowledge and respect for the teachings and practices of the Roman Catholic faith and be a practicing Catholic in good standing with the Church.
- Leadership and team building abilities to direct religious education and Sacramental preparation programs, employees and volunteers.
- Strong integrity, honesty, confidentiality, and reliability.
- Flexible and pastoral sensitivity to parish employees, parishioners, volunteers and guests.

### **Other Information**

- Applicants 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, salaried/exempt, depending on experience and qualifications, 40+ hours per week. Hours include flexible time during core parish office hours of 9am-4pm Monday through Friday, weeknights, Sundays, Christmas Eve, Christmas Day and Easter Sunday.

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.

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.*