

# HOLY ROSARY PARISH JOB DESCRIPTION

**Position Title:** Pastoral Assistant for Youth Ministry

**Reports to:** Pastor

**Grade:** Z1-6

**Position:** Hourly .5 FTE with paid leave

## I. POSITION PURPOSE

To help the youth of Holy Rosary Parish grow as disciples of Jesus Christ and apostles to the world. This is done by their own individual witness, and implementing ministries and apostolates that support the sharing of the Good News in a comprehensive manner. This includes sacramental preparation, catechesis, evangelization, works of mercy, community building, liturgy and prayer, etc.

## II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Collaborate with the Pastor, staff, and consultative bodies in implementing the mission of the parish.
- B. Prepare youth to receive the Sacrament of Confirmation in the seventh grade, as well as any additional older students not yet confirmed. Design and implement a comprehensive program focused on discipleship, and deepening faith and engagement.
- C. Design and implement youth evangelization programming to help youth grow in their relationship with Jesus Christ and the practice of their faith both in the parish, and in collaboration with the principal, in the school.
- D. If possible, in coordination with the Archdiocese of Portland, coordinate the Totus Tuus program at Holy Rosary, a new weeklong summer program the parish will host each year for 1<sup>st</sup>-12<sup>th</sup> graders.
- E. Assures the recruitment, training, motivation, support and evaluation of parish volunteers who hand on the faith through various youth evangelization efforts.
- F. Collaborates with staff of the Children's Ministry Team, Adult Evangelization and Holy Rosary School to assure the effective evangelization of all parishioners. This includes shared events and programming, such whole family faith formation gatherings, etc.
- G. Assures the development and maintenance of parish records for Sacraments for those directly served by this position. Monitors the budgets as well.
- H. Maintains a current level of knowledge and skills required to function as a Pastoral Assistant for Youth Ministry, including through personal spiritual growth. Participates in regional and Archdiocesan trainings as approved and as appropriate. Maintains a clean background check and remains current with the Safe Environment Program.
- I. Other duties as assigned by the Pastor.

### III. SKILLS AND QUALIFICATIONS

- A practicing Roman Catholic, with strong knowledge of the faith and prayer life
- Enthusiasm for sharing the faith
- Willing to be dedicated to Holy Rosary by participating in liturgical celebrations, prayer and service, requested parish events, etc
- Strong organizational skills and ability to re-prioritize as needed
- Ability to clearly communicate in written and oral formats
- Ability to present to small and large audiences
- Ability to work some evenings and weekends
- Proficient in basic Windows programs
- Proficient with the use of audio/visual technology
- Professional and appropriate attire