



St. Augustine's - Humboldt

Position: Pastoral Associate

Reports To: Pastor

Date: March 2019

Ministry Position Overview

The Pastoral Associate, reporting to the Pastor, will minister in collaboration with parish staff and volunteers to the catechetical, liturgical and youth ministry efforts at St. Augustine's Parish and the Catholic schools under the care of the Parish.

Ministry Position Summary by Areas of Responsibility

1 – Sacramental Preparation

The Pastoral Associate, working collaboratively with volunteers, will lead and oversee the parent component of the sacramental preparation programs (1st Reconciliation, Confirmation/1st Communion) offered by St. Augustine Parish

Duties Include:

- Budgeting for expenditures and revenues
- Selecting and implementing programs
- Advertising programs and processing registrations
- Recruiting, selecting and training of volunteers
- Preparing materials for catechists
- Facilitating parent sessions
- Planning celebrations

2 – Youth Ministry

The Pastoral Associate will minister, in collaboration with volunteers and the parish Youth Ministry Council, to the needs of the youth at St. Augustine Parish.

Duties Include:

- Calling and chairing quarterly meetings with the Youth Ministry Council
- Budgeting for expenditures and potential revenues
- Recruiting, selecting and training of volunteers
- Facilitating and leading youth events every two weeks
- Seeking ways for youth to be engaged in the life of the parish community

3 – Liturgy

The Pastoral Associate, working collaboratively with the Pastor and parish Liturgy Committee, will provide ministry teams with opportunities for spiritual enrichment, formation and ongoing communications

Duties Include:

- Meeting with Liturgy Committee
- Recruiting, selecting and training of volunteers with a balanced emphasis on engaging youth
- Recruiting and training volunteers for Christmas, Triduum and Easter liturgies
- Preparing worship space and sacristy for weekend liturgies

Working Conditions

- Full-time position of 37.5 hours per week or 1,950 hours per year
- Balance of hours split between office, evenings and weekends
- Dedicated office space
- Remunerated monthly according to the Pastoral Salary Grid of the Roman Catholic Diocese of Saskatoon (Parish Level II)

Job Specification

- Confirmed practicing Roman Catholic in good standing with the Church
- Combination of relevant post-secondary education and parish experience (employed or volunteered)
- Public speaking ability
- Access to reliable transportation
- Working knowledge of: Microsoft Office Suite of programs