

Job Title: Pastoral Associate

Location: St. Francis & St. Dominic Parishes, Swansea

Reports to: Pastor

Job Classification: Hourly

Job Summary:

St Dominic and St. Francis of Assisi Parishes are seeking a Pastoral Associate to join our team in Swansea, MA. Working together as the *Mount Hope Catholic Community*, our two parishes serve the families from the Swansea area, having a joint formation program and ministry to children, teens and their families. We are seeking a self-motivated and team-orientated individual of high integrity, who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth”. The Pastoral Associate position is 30 hours per week and will report to the Pastor.

Duties/Responsibilities:

- Recruit, train, and form volunteers, including ensuring compliance with Diocesan safe environment policies
- Develop, implement, and oversee both catechetical programs and sacramental preparation for individuals in Grades 1-7, involving parents and families in the process
- Prepare faith formation registration, scheduling, parent meetings, and any necessary set-up for relevant programs and events
- Help build a team for a high school youth ministry
- Oversee the OCIA process and Adult formation in the parish
- Aid the Pastor in the preparation for and the lead up to Weddings and Funerals as needed
- Aid the Pastor in parish evangelization efforts, such as parish retreats
- Research and purchase necessary materials for programs
- Provide regular communication to participants, families, staff and the parish
- Incorporate the needs of different ethnic groups and those with disabilities in programming
- Evaluate programs and events, measuring trends, outcomes and effectiveness
- Provide direct assistance and ongoing support to the Pastor, including other duties as assigned
- Collaborate with Diocesan offices on evangelization and catechesis, especially on implementing diocesan policies and norms for catechesis, and ongoing professional development for oneself and volunteers

Required Skills/Abilities:

- One to three years of relevant experience
- Deep faith and personal commitment to the teachings and life of the Roman Catholic Church, and a desire to teach and communicate it with others
- Demonstrated leadership and organizational ability, skills and desire for collaboration, together with ability to take initiative and work independently

- Strong communication skills, both written and oral; ability to effectively present information and respond to questions from a variety of groups
- Detailed-oriented, able to handle multiple priorities
- Proficient with the Microsoft Office Suite and Google Suite of products
- Ability to work evenings and weekends as needed
- Preference given to those with a Bachelor's degree in Theology, Religious Education or related field

Physical Requirements:

- Ability to stand, walk, stoop, kneel, crouch and manipulate (lift, carry, move) light to medium weight of 10-50 pounds.
- Ability to sit, hear, talk and use repetitive motion of the hands/wrists
- Ability to perform work in and out of the office setting

We offer a competitive salary commensurate with education and experience, a comprehensive employee benefits program, and a paid time off policy. Equal Opportunity Employer

Three professional references will be requested as part of the application process, including a letter from their pastor attesting that they are a practicing Catholic in good standing.

Please submit your cover letter and resume to Jennifer Oliveira at joliveira@dioc-fr.org.