

St Paul the Apostle Catholic Church in Norwalk, Ohio
is seeking one amazing, faith-filled person....

Pastoral Associate for Evangelization and Faith Formation: A Job Description

This position is a part time position but the person who holds it will be an equal member of the parish's Core Staff, reporting to the Pastor and working collaboratively with all other members of the Core Team.

Primary Goal of this Position

- This staff member will be principally charged with coordinating and developing the parish's evangelization efforts ~ every creative way of sharing the riches of our Catholic Faith with those who have not heard the Gospel, or heard it effectively, especially the young adults of our community, renewing and deepening the faith commitment of those who already have, as evidenced by active participation in the mission of the parish and worship together as a parish family.

Principal Areas of Responsibility in Meeting this Goal

- Coordinate our ALPHA ministry and its various follow-up programs.
- Encourage and coordinate the formation of small faith groups of every kind.
- Discern, create and promote ways through which the parish can reach out in service to, with and by our young adults.
- Optimize our social media presence, especially with younger adults.
- Coordinate, grow, enrich and engage an active volunteer ministry.
- Provide multiple forms of faith formation opportunities for various populations within our parish membership.
- In addition, share with the entire Core Staff joint responsibility for overall pastoral ministry of the parish, expressed in participation in Core Staff meetings and important parish gatherings, liturgies and social functions.

Qualities Desired in this Position

- Enthusiasm and being a self-starter – one who is truly convinced of the value of the Catholic Faith and eager to share it, actively seeking opportunities.
- Creativity – the ability to identify opportunities as they develop and come up with fresh ideas and new possibilities.
- An outgoing, engaging personality – “a people-person,” one who enjoys interacting with people vs. working behind a desk.
- A comfort level with speaking – in public, with groups and in personal sharing one-on-one.
- The ability to engage in networking and close collaboration – for many initiatives of this position will involve areas of ministry in which other staff members and volunteers are engaged.
- The ability to delegate and empower – for no one person can do all these things by him/herself.

Requirements for this Position

- Must be an active Catholic in good standing who lives the faith we seek to share.
- Must meet all requirements of the Diocesan “Protect Our Youth” program.
- Must have effective communication and interpersonal skills.
- Must have a strong knowledge and love of Catholic teaching and practice.

Education and Training

- Negotiable – a Bachelor's degree or equivalent in Divinity, Theology, Pastoral Ministry or Religious Studies, or certification in lay ministry would be optimal.
- Parish based ministry experience is preferred.
- While the parish has a Pastoral Associate for Hispanic Ministry, as an aid to the integration of all members of the parish in a single faith community, facility in Spanish would be a real plus.

If interested in the possibility of joining our parish staff, please submit resume to Kate McKinney, 91 East Main St., Norwalk, Ohio 44857 katem@stpaulchurch.org.