

Job Position: Pastoral Assistant
Scope: Permanent, Full-time (average 160 hours per month) with some evenings and weekends dependent upon Liturgical season and programs
Start Date: As soon as possible
Salary: Negotiable (\$21.00 – \$24.00)
Benefits: Archdiocese of Regina's benefit plan
Closes: August 31, 2017

The Pastoral Assistant is directly responsible to the Pastor.

Key Functions:

The Pastoral Assistant (P.A.) organizes sacramental preparation and ensures their delivery for the parish community. The P.A. coordinates and/or delivers the RCIA and RCIC Programs in conjunction with the Pastor. The P.A. assists the Pastor with Liturgical details and works with the Liturgical Committee. The PA. assists the Pastor as supervisor of the Parish Office. The P.A. collaborates with the Youth Minister to ensure the youth of the parish are included in parish life. The P.A. oversees the religious education opportunities as offered by the Parish through volunteer leaders.

Qualifications:

- Practicing Catholic, familiar with the Sacraments and Liturgy
- Fully believes in and is able to defend the teachings of the Catholic Church
- Has demonstrated experience in managing operations and personnel
- Has superior organizational and time management skills with particular attention to detail
- Able to delegate and coach staff and volunteers
- Has strong presentation skills
- Has strong oral and written communication skills
- Works independently and in a team environment
- Proficient with Microsoft applications and e-mail software

Preference will be given to those who have an education or background in theology, religious studies, pastoral ministry, related field or who have completed the lay formation program.

If you are interested in applying you may contact the office (306) 949-7678 for a copy of a more extensive job description.

Resumes with a covering letter should be sent to Holy Family Parish, 1021 McCarthy Boulevard N., Regina, S4X 3P9 and marked to the attention of the Recruitment Committee; or electronically to the secured e-mail address of "Jeanette@holyfamilyregina.com" and in the subject line enter " Pastoral Assistant Position ".

All applications will be kept confidential.

Candidates selected for further consideration will go through the screening process which includes

- o Panel interview
- o Reference Checks (please provide 2 work related, and 1 personal non-family related reference)
- o Criminal Record Check (completed and submitted at verbal offer of successful candidate, and prior to written Offer of Employment)