

Job Posting Form

Date Posted: May 21, 2019

Send resume to: apitisi@saintbenedicts.com

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 15-19 Full-Time:

Job Title of Open Position: Ministry Associate

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Saint Benedict Roman Catholic Church Department Lifelong Faith Formation

Location Address: 1317 Eggert Road, Amherst, New York 14226

Employer website: www.saintbenedicts.com

Brief Job Description

In keeping with the vision of Ministry Pope Francis offers. The focus is on a ministry of accompaniment. This is accomplished through a ministry of presence, relationship building, inclusiveness, and hospitality.

THE RESPONSIBILITIES INCLUDE Assisting the Pastoral Associate with the a multi-generational faith formation process including Confirmation preparation and planning and executing Young Adult Ministry. This person also greets those joining us for Mass both before and after the service. This person also assists families who wish to become parishioners, sign up for Faith Formation and Sacraments. We have a strong and vibrant Young adult Ministry, so the focus is always on the needs and wants of this demographic.

Qualifications: Required Education/Experience - Please specify level of education required (eg. high school diploma, associate's degree, bachelor's degree etc.) & years of experience required, if applicable) Currently in college, grad school or recently graduated from either. This is an ideal position for someone who is examining the possibility of having a future in church ministry. Must be at least 18 years old, and a high school graduate.

Desired Skills

- Must be committed to the Roman Catholic faith and an active, practicing member
- Passion for ministry with young families and teens and especially young adults
- Strong organizational skills and ability to innovate
- Strong communication skills, including face-to-face, written, email and social media, Microsoft Office
- Team player and ability to work with families, volunteers and staff
- Good with the Remind, Signup Genius and Google Voice apps.

How to Apply: By Mail E-Mail Fax as above, no later than _____