

Job Posting Form

Date Posted: 05/22/2019

Send resume to: Rev. Jerome E. Kopec
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Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Pastoral Associate

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

Employer: Saints Peter and Paul Church Department 100-Church

Location Address: 5480 Main Street, Williamsville, New York 14221

Employer website: ssppchurch.com

Brief Job Description

Saints Peter and Paul Parish is a Roman Catholic faith community of approximately 1700 families that offers a school of 300 students and a Faith Formation program for 200 children.

The Pastoral Associate is an integral member of a collaborative ministerial team and is the primary consultant and assistant to the pastor. As a minister to the entire faith community, the Pastoral Associate is vested in the broad spectrum of parish life. A prayerful, approachable, compassionate person, the Pastoral Associate strives to live Pope Francis's model of evangelization in encounter and engagement with all persons. This mission often commands personal initiative and creativity. Oftentimes the Pastoral Associate is the primary initial contact that people have with the parish and is a strong community builder.

Specific duties include the coordination of liturgical and sacramental ministries, directs the RCIA Program, offers additional opportunities of continuing formation, and is a prayer leader in a variety of experiences. It is important for the parish's viability that the Pastoral Associate promotes and develops lay ministry.

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)

- The Pastoral Associate should have completed in-depth theological and religious studies with a Master's Degree or its equivalent. It is expected that applicants will have had a variety of ministerial experience, with at least 5 years experience in pastoral ministry. Time commitment is approximately 30 to 35 hours per week and has flexible hours that may include evenings and weekends.