**Pastoral Associate for Faith Formation and Liturgy**

Gate of Heaven and Saint Brigid Parishes employs the Pastoral Associate as a member of the Pastoral Staff. This position is a full-time, 12-month position. We are a vibrant inner-city parish working as a Collaborative of two Parishes, with three Churches and one School (Pre-K thru 6). Our community is a wonderful mix of families, young adults and elderly residents.

Areas of responsibility would include:

1. Programs of Religious Education for Pre-K through Confirmation Program.
2. Adult Faith Formation that would include RCIA and Scripture Study Group
3. Sacramental Preparation for Baptism, First Penance and Confirmation
4. Collaborating with our Parish School (South Boston Catholic Academy) in Faith Formation for Parents, Children and Faculty. Assistance in preparing school liturgies.
5. Liturgical and Ministry Coordinator for weekend Masses
6. Assisting the Parish Staff with the day to day duties of Parish Life.
7. Willing to work a flexible schedule including evenings and Sunday.
7. Other duties deemed necessary by the Pastor.

**QUALIFICATIONS:**

Master’s Degree in Religious Education, Religious Studies, Theology, Pastoral Ministry or related field is preferred; An active and deep faith and adherence to the teachings of the Catholic Church. Some of the qualities include the following:

Strong organizational, interpersonal and Pastoral Skills; Full participation in the communal worship and life of the Church; Good interpersonal relationship skills; Good rapport with children and young adults; Good oral and communication skills; Good computer skills – Microsoft Office, Facebook, Twitter, Internet, etc.; Being collaborative and a team builder; Good organizational and administrative skills; Maturity; Flexibility

Send applications or enquiries to Fr. Robert Casey at FrRobCasey@aol.com