

## **Job Opening Announcement**

### **Pastoral Associate for Evangelization and Faith Formation**

Saint Cecilia Catholic Church is a parish of 750 families located on the far West side of Columbus, Ohio. There are 293 children in the K-8 parochial school, and 100 children in the PSR program. There are five Sunday obligation Masses, one of which is in Spanish. The parish is seeking a committed practicing Catholic who is able to work with English-speaking and Spanish-speaking populations. Applicants need to be able to teach, speak, read, write, and translate in English and Spanish, and must possess relevant cultural competencies.

Main areas of responsibility:

- OCIA in English and Spanish
- Implement and administer a family-based faith formation program to replace the current PSR program
- Oversee sacramental formation including:
  - preparing students in grades 2-9 for First Penance, First Communion, and Confirmation, including “out of sequence” students;
  - pre-baptism classes in English and Spanish;
  - accompanying couples preparing for marriage;
  - assisting school students and their families who wish to become Catholic;
- Serve as a resource to school faculty and staff to help them engage school families in the Faith.
- Maintain PGC and background check information for all parish employees and all volunteers who work with minors

Key Requirements:

- Active practicing Catholic
- Maintain all information in a highly confidential manner
- Work with others in a collaborative team environment
- Strong leadership, communication, and people skills
- Self-motivated, creative, and engaging
- Intermediate computer skills

Conditions of Employment:

- Successfully complete mandatory background screening
- Complete VIRTUS “Protecting God’s Children” program

The pastoral associate reports to the pastor and is responsible for supervising volunteers. He/she is a member of the pastor’s leadership team together with the pastor, school principal, and business manager. This is a full-time position, 40 hours per week, including evening and weekend activities. Salary commensurate with professional formation and experience.

Resume and three (3) references, both personal and professional, may be e-mailed to [frbuffer@ceciliachurch.org](mailto:frbuffer@ceciliachurch.org). rev 1/9/2024