



**St. Philip Neri Catholic Church
Family Faith Formation Assistant
Job Description
April 2024**

Summary

Provides support for Family Faith Formation Coordinator

Reporting Relationships

Reports to the Pastor and Family Faith Formation Coordinator

Employment Status

Part-time, Non-exempt, Hourly

Working Hours

20 hours per week

Must be present for Faith Formation class times (9.5 hours), events, and additional office hours Monday-Thursday (up to 10.5 hours):

Required Faith Formation Class Times - 9.5 Office Hours:

Sundays 9:00 a.m. - 11:30 a.m.

Mondays 3:30 p.m. - 6:00 p.m.

Wednesdays 3:30 p.m. - 8:00 p.m.

Flexible Hours – 10.5 Office Hours

Mondays 11:00 a.m. - 6:00 p.m.

Tuesdays 10:00 a.m. - 4:00 p.m.

Wednesdays 1:00 p.m. - 8:00 p.m.

Weekend and evening coverage as required for Religious Education activities such as First Communion and First Reconciliation Rehearsals and Masses, beginning of Religious Education year, Parent meetings and retreats.

Primary Responsibilities

- Administrative duties including but not limited to making copies, answering emails, and scanning documents
- Provide support to the faith formation coordinator during classes and events
- All other duties as assigned by the Family Faith Formation Coordinator or Pastor

Education

- High School diploma or equivalent required
- Safe Haven training requirements

Key Requirements

- Have a strong understanding of the Catholic Church's vision, teachings, structure and policies
- Have a heart for evangelization and working with children

- Understands, accepts in writing, and adheres to the policies set forth in the *Diocesan Employee Manual*, the *Diocesan Policy Regarding Confidentiality and Abiding by Catholic Principles*, *St. Philip Neri Social Media Policy* and such other documents required by the Diocese of Charleston
- Support of parish's goals, policies, and programs, with a strong commitment to the parish mission, Diocese of Charleston, and the Catholic Church
- Satisfactory completion of Safe Haven Training
- Must have a clear understanding of acceptable business practices and ability to maintain confidentiality of church business and act with integrity at all times
- At all times, act with integrity, maintain confidentiality and possess a clear understanding of acceptable business practices
- Must be courteous, respectful and diplomatic with all staff members, volunteers and parishioners
- Excellent interpersonal and communication skills for interacting with staff members, volunteers, parishioners and visitors to the parish office, with these skills also necessary when conducting business with vendors and contractors
- Ability to work effectively as a team including but not limited to, all staff members, volunteers and parishioners
- Ability to work productively without daily supervision, and exercise discretion and independent judgment

Key Competencies

- Understanding of the Catholic faith and ability to teach classes when needed
- Positive interpersonal and communication skills for interacting with co-workers, volunteers, parents, parishioners and visitors to the Parish Office
- Ability to interact with students
- Ability to work as a team with others, including but not limited to, all co-workers, volunteers and parishioners
- Ability to maintain confidentiality at all times
- Attention to detail
- Ability to organize information and keep clear records
- Competence with MS Office

Physical Requirements

- Ability to sit for long periods of time
- Ability to lift a maximum of 20 pounds

Note

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They should not be construed as an exhaustive list of all required responsibilities, duties and skills. Personnel may be required to perform duties outside of their normal responsibilities as needed and directed by the Pastor and/or Business Manager.

Disclaimer

Nothing in this job description should be construed as an offer or guarantee of employment. Furthermore, St. Philip Neri Church or the Diocese of Charleston can terminate the employer-contractor relationship at any time for any reason. As such, this relationship implies no guaranteed or contractual obligation unless specified otherwise in a written contract

By signing, I understand the requirements and employment terms of this position and state that I am capable and willing to perform the duties as assigned.

Signature

Date