



HOLY ROSARY PARISH

4139 42nd Avenue Southwest
Seattle, Washington 98116

POSITION TITLE: Pastoral Assistant for Adult Evangelization

REPORTS TO: Pastor

GRADE: Z1-6

POSITION: 30 hours per week with benefits eligibility

I. POSITION PURPOSE

To help the adults of Holy Rosary Parish grow as disciples of Jesus Christ and apostles to the world. This is done by implementing ministries and apostolates that support the sharing of the Good News in a comprehensive manner. This includes catechesis, evangelization, works of mercy, community building, liturgy and prayer, etc.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Collaborate with the Pastor, staff, and consultative bodies in implementing the mission of the parish.
- B. Implement the Rite of Christian Initiation for Adults for those seeking to become Catholic or complete their Christian Initiation.
- C. Prepare adults for the Sacrament of Confirmation.
- D. Design and implement an adult evangelization program with periodic and varied opportunities for adults to grow in their relationship with Jesus Christ and the knowledge and practice of their faith both in the parish, and in collaboration with the principal, in the school.
- E. Assures the recruitment, training, motivation, support and evaluation of parish volunteers who hand on the faith through various adult evangelization opportunities.
- F. Assist parishioners in sharing the Good News with our neighbors in West Seattle.
- G. Collaborates with staff of the Children's Ministry Team to assure the effective evangelization of all parishioners. This includes shared events and programming, such as RCIA liturgies, the Advent and Lenten Family Gatherings, and assisting with parent formation for Children's Sacramental Preparation

- H. Assures the development and maintenance of parish records for Sacraments for those directly served by this position, and services documentation requests regarding these Sacraments. Fulfills requests for Certification of Sacraments.
- I. Maintains a current level of knowledge and skills required to function as a Pastoral Assistant for Adult Evangelization through reading appropriate materials and attending workshops and retreats. Participates in regional and Archdiocesan trainings as approved and as appropriate. Maintains a clean background check and remains current with the Safe Environment Program.
- J. Other duties as assigned by the Pastor.