

Pastoral Associate for Hispanic Ministry and Director of Religious Education
Saint Rita Parish
8709 Preston Highway
Louisville, Ky. 40219
Phone (502) 969-4579
WWW.saintrita.net

Saint Rita Parish Community in Louisville is currently seeking a Pastoral Associate for Hispanic Ministry and Director of Religious Education. This will be a full-time exempt position at the parish.

JOB PRIMARY PURPOSE/FUNCTION

The Pastoral Associate supports and promotes the Hispanic Ministry at the Parish. Through a collaborative approach with the Pastor, office staff, parish leaders and all parishioners, the Pastoral Associate coordinates the Catholic life and ministry of our Hispanic community. Saint Rita Parish is also the site of the Archdiocese of Louisville's Office of Hispanic Ministry. The Director of Religious Education guides the catechists serving the children and adults in lifelong formation.

Responsibilities for the Hispanic Community

- Supervises the part-time Pastoral Associate Assistant for Hispanic Ministry
- Collaborates with the part-time Social Services Outreach Coordinator for Hispanic Ministry
- Oversees all parish groups and assists them in their needs. Ensures the proper formation of group leaders. Plans and leads a quarterly meeting with all group leaders.
- Recruits and mentors volunteers
- Participates in Archdiocesan Hispanic events and fosters participation of parishioners in Archdiocesan Hispanic events
- Oversees preparation of the Sunday Bulletin
- Develops and oversees the annual calendar
- Provides opportunities for faith formation on and off site
- Leads and provides opportunities for spiritual growth on and off site including retreats
- Provides opportunities for leadership formation on and off site
- Oversees RICA group and follows up members' individual needs
- Organizes activities for the youth once a month (aspirational goal)
- Provides support and guidance to individuals and families in times of crisis, and spiritual support within the parish for individuals and groups through ministry programs. (Crisis may include as domestic violence, depression, suicide, family

member missing, family member found dead unexpectedly, violent death, drowning, work accident, car accident, child accidental death, diagnosis of terminal illness, divorce, etc. Lack of resources and frequently no immigration status complicate these matters.)

- Takes care of the day-to-day needs, for example, answers questions about the sacramental programs, writes letters of recommendation, translates documents, helps people to access services, assists with “juramentos” and provides referrals
- Participates in the pastoral care of the sick in homes and/or hospitals
- Accompanies individuals or families at the time of the loss of a loved one. (Coordinates with the priest in funeral planning by meeting with the family at the hospital, home, or office, contacting the coroner’s office if needed, finding a funeral home if needed, making calls on behalf of the family if language is a barrier, going to the funeral home to assist them in making arrangements when requested, planning the Funeral Mass and being present to the needs of the family, finding a cemetery if needed)
- Oversees the organization of the Spanish Liturgies along with the Deacon and parish leaders
- Responsible for maintaining the Hispanic portion of the parish website
- Seeks grants including grant writing as well as writing reports for the grantor about the money spent.
- Attends staff meetings
- Maintains records of basic information of Hispanic parishioners
- Leads and assists in special events such as annual picnic.
- Attends Sunday Mass at Saint Rita
- Other duties as assigned

Responsibilities as Director of Religious Education in English and Spanish

- Recruits and guides catechists for children’s religious education, RCIA and RCIC in English and RICA in Spanish
- Prepares and monitors the calendar for children’s religious education and sacramental formation for children and adults
- Collaborates with the School Principal for religious education and sacramental preparation. Promotes enrollment of children in the Parish School
- Promotes lifelong formation and growth among parishioners and staff

Qualifications

- ***Practicing Roman Catholic with an ability to articulate the Church's theology and teaching.***
- Bilingual
- Must have accredited education (minimum Certificate in Catechesis, Catholic Theology or comparable from a Catholic university program, SEPI or diocesan-based program) and experience in faith formation, RICA and RCIA. Bachelor's or Master's degree in pastoral ministry or comparable from an accredited Catholic university preferred
- Familiarity with Small Christian Communities (Grupos de Oracion) and/or movements like A.C.T.S. (retiros) will be helpful
- Organizational Skills
- Proficiency and creativity with new-media, including YouTube, Facebook, Twitter, Instagram and other instruments of modern communication
- Excellent written and verbal communication skills in English and Spanish
- Excellent social skills
- Ability to relate and work with people of all ages
- Knowledge of the Hispanic Culture
- Experience in problem solving, conflict management, crisis management and leading groups
- Self-motivated
- Able to adapt as needed
- Flexibility with schedule
- Be in full communion with the Catholic Church

Send resume and cover letter by February 22, 2021 to:

Father Mike Tobin, S.T.L., Pastor St. Rita Church and Vicar for Hispanic Ministry of the Archdiocese of Louisville

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