

Part Time - Parish Catechetical Assistant
Youth Faith Formation
Our Lady of Lourdes, Whitehouse Station, NJ

The Our Lady of Lourdes Faith Formation Ministry serves approximately 200 families. The Faith Formation Parish Catechetical Assistant is an administrative position that works closely with the Parish Catechetical Leader in planning, organizing, and executing all Youth Faith Formation and Sacramental Programs. The Parish Catechetical Assistant is a part-time, long-term position reporting to the Parish Catechetical Leader and is a crucial member of the Faith Formation Ministry and Parish.

Responsibilities

General

- General administrative duties include proof reading, email and phone correspondence, straightening of classrooms, copier operation, and record keeping.
- Maintain Student Records.
- Assist with all aspects of the Youth Faith Formation and Sacramental Programs.
- Maintain Supply Closet and Classrooms.
- Attendance at Parish Staff Meetings.

Faith Formation & Sacrament Programs

Mid-August to start of fall Weekly Faith Formation Classes – Program Preparation

- Prepare and distribute volunteer materials, aid in volunteer training, prepare and organize program materials, prepare student records, classroom setup, plan enrichment activities.

Faith Formation Year: September - June (Sacrament, Weekly and Summer Programs)

- Support Catechists with class preparation.
- Create detailed Excel Spreadsheets to monitor and track participation, class work, sacrament requirements and student information.
- Create Google Classroom posts and assignments and monitor and log receipt of assignments.
- Keep families/students informed of their program status and progress.
- Offer guidance to help keep students on track with sacrament requirements and grade advancement.
- Assist in the preparation, and execution of department events, meetings, retreats and Sacrament Masses as well as some parish events.
- Prepare and run occasional student/family parish activities.
- Assist in Registration process for all programs.

Requirements

- Must be a practicing Catholic.
- Protecting God's Children Course and Background Check required.
- Previous experience working with youth required.
- Must be proficient in MS Office including, Word and Excel with advanced skills; Publisher; MS Power Point a plus.
- Working knowledge of or willingness to learn the parish database system, ParishSoft.
- Must be proficient in Google Workspace (Classroom, Docs, Forms, Drive, Meet).
- Must have strong written and verbal communication skills, outstanding proof-reading skills, and attention to detail.
- Must have strong organizational skills and the ability to prioritize and juggle many tasks.
- Capable of self-management.

- Willingness to take responsibility for solo projects.
- Experience in Lesson Planning a plus.
- Must possess and maintain a positive attitude; a team player able to work with people at various skill levels.
- Must be able to maintain confidentiality and be compassionate and sensitive to others' life situations.
- Must be physically able to lift 20 lbs., climb stairs and occasionally ladders, move tables and chairs.

Position Work Schedule & Compensation

Hours

- 21 hours/week (except during summer program*) for 44 paid work weeks per year.
- Paid Holidays Off on work days.
- Regular Schedule: 3 days per week, Monday, Tuesday, Thursday, for an average of 7 hours per day; day and evening hours are required.
- Sacrament and parish events will require occasional weekend hours.
- *The Youth Summer Faith Formation Program offered at the end of June will require extended work hours Monday-Friday.
- Unpaid Time Off: One (1) week off between Christmas and New Year's; One (1) week off for Easter; Six (6) weeks off during the summer, starting from July 1st.
- 2025-26 Work Hours: Based on the Faith Formation Class Schedule this year, work hours will be as follows.
 - Weeks when Classes are in Session
 - Monday Required Hours are 4:00pm to 8:15pm; flexible on balance of the 7 hours.
 - Tuesday Required Hours are 5:00pm to 7:15pm; flexible on balance of the 7 hours.
 - Thursdays: 9:00am to 4:30pm
 - Weeks when Classes are not in Session
 - Monday, Tuesday, Thursday: 9:00am to 4:30pm

Compensation is hourly at \$18.00/hr. if requirements and work experience are met.

Email resume and letter of interest to Nina Forestiere, PCL, faithformation@ollwhs.org.
Please type "PC Assistant Application" in the subject line.

The Faith Formation Office is heavy into the planning of our 2025-26 faith formation programs, as a result, we will only contact those candidates who we are interested in pursuing.

Thank you for your interest.