

Saint Michael Parish – Pastoral Associate

Saint Michael Mother Parish in Sebree, KY has a job opportunity for a full-time Pastoral Associate working under the supervision of the Pastor.

Qualifications and Duties:

- Requires BA in Theology/Religious Education or a related educational field and or certificate in ministry or theology from a Catholic institution of higher learning.
- Must be fully bilingual Spanish – English.
- A Practicing Catholic who is a pastoral, prayerful person committed to personal and professional growth.
- Must possess a deep sense of mission work and outreach in the Church with Immigrants of first generation and experience in attending to the pastoral and social needs of Hispanics in the US. Sacred Heart serves a very mobile population of Hispanics that includes Latin-American indigenous from Mexico and Guatemala.
- Competent in communications, interpersonal and relationship “people” skills.
- Computer competent (e.g. Microsoft Office) and Social Media competent.
- Prepare worship services for students and parents.
- Possess planning, management, relationship, and communication skills with the ability to utilize these skills in a pastoral manner.
- Understand life-long catechesis, the catechumenate process, lay ministry and evangelization.
- Organize, schedule and oversee religious education programs for Children and Adults.
- Plan, develop and direct the parish RCIA program, Sacramental programs.
- Flexibility and availability to work evening and weekend hours.
- Successfully complete a criminal history and background check.

Contact Details:

Saint Michael is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter to:

Email – Diocese.Hr@pastoral.org

Online – www.owensborodiocese.org/human-resources/