

Mission and Ministry Associate Job Description

Mission And Ministry Associate

Part Time Position

- Understands and accepts the mission, vision and values of Fontbonne and the Sisters of St. Joseph of Boston as a Catholic school in the Archdiocese of Boston
- Reports directly to the Assistant Head of School for Student Experience.
- Prepares community liturgies and prayer services by collaborating with the appropriate Departments or Offices;
 - Trains students to lead the community in worship as lectors, Eucharistic ministers, liturgical dancers, altar servers, and speakers giving reflections;
- Coordinates the Sacrament of Reconciliation and other experiences that highlight the Catholic identity of the Fontbonne community;
- Collaborates on and develops appropriate grade level and optional retreats for students each year;
 - Mentors students to provide witness talks and to facilitate group discussions on the theme of the retreat as Retreat Leaders;
- Maintains student records for the Service Program, and provides annual service reflections for each level in collaboration with the Theology Department;
 - Coordinates service opportunities for students, as well as moderates the service-oriented club, Dear Neighborhood;
- Serves as Mission Effectiveness Facilitator for Fontbonne to the Sponsored Ministries Office of the Sisters of St. Joseph of Boston;
- Represents Fontbonne at meetings and workshops in the Catholic Schools Office of the Archdiocese of Boston, and
- Other responsibilities as required.

Qualifications

Masters degree in theology, religious education or pastoral ministry