









SUN	MON	TUE	WED	THU	FRI	SAT
<h1>MAY 2019</h1>			1 Mass 8:30 am 1st Communion Make Up Class 6:30pm Companions 6:30 pm Cont. Ensemble 7:00-8:30 pm Choir 7:10-8:50 pm	2 TMIY 6:30 am Mass 8:30 am RSS Rehearsal 9:30 am Men's Club 6:30 pm Painting w/a Twist 7:00-9pm	3 Mass 8:30 am Adoration 9 am-Noon	4 Mass 8:30 am Golf Outing 8:30am Confession 9-10am 2000 Hail Marys 9am Parish Office 9am-12pm Lay Carmelites 9 am  1st Communion Mass 5 pm
5  1st Communion Masses 7:30, 9 am, 11:30 Men's Club Breakfast 8:30am-11am PK-7th: 10:10-11:15 am Blessed Conv 10:10-11:15am Confirmation Make Up Class 6 pm	6 Mass 8:30 am Bible Study 9:30am	7 Mass 8:30 am Food Pantry 10am-12pm	8 Mass 8:30 am PARISH STAFF MEETING Wednesday Family Formation: 5:30-8 pm  Taize Prayer w/ Adoration 7:15 pm	9 TMIY 6:30 am Mass 8:30 am RSS Rehearsal 9:30 am	10 Mass 8:30 am Adoration 9 am-Noon	11 Mass 8:30 am Confession 9-10am Mass 5 pm 6:00 pm Youth Dinner & Silent Auction
12 Mass: 7:30, 9 am, 11:30 Coffee & Donuts 7:30-11am Blessed Conv 10:10-11:15am 	13 Mass 8:30 am Bible Study 9:30am	14 Mass 8:30 am Food Pantry 10am-12pm  11am	15 Mass 8:30 am Middle School Ministry 7-8:30pm Cont. Ensemble 7:00-8:30 pm Choir 7:10-8:50 pm	16 TMIY 6:30 am Mass 8:30 am RSS Rehearsal 9:30 am	17 Mass 8:30 am Adoration 9 am-Noon	18 Mass 8:30 am Confession 9-10am Mass 5 pm
19 Masses 7:30, 9 am, 11:30 Coffee & Donuts 7:30-11am  Graduate Mass 11:30 am Family Event Sunday 10:10am Blessed Conv 10:10-11:15am	20 Mass 8:30 am	21 Mass 8:30 am Food Pantry 10am-12pm	22 Mass & Anointing of the Sick 8:30 AM  Wednesday Family Formation: 5:30-8 pm Cont. Ensemble 7:00-8:30 pm Choir 7:10-8:50 pm	23 TMIY 6:30 am Mass 8:30 am	24 Mass 8:30 am Adoration 9 am-Noon	25 Mass 8:30 am Confession 9-10am Mass 5 pm
26 Masses 7:30, 9 am, 11:30 Coffee & Donuts 7:30-11am	27 Mass 8:30 am MEMORIAL DAY  Parish Office Closed	28 Mass 8:30 am Food Pantry 10am-12pm	29 Mass 8:30 am Confirmation Music Rehearsal 7:10-8:30pm	30 TMIY 6:30 am Mass 8:30 am	31 Mass 8:30 am Adoration 9 am-Noon	1 JUNE Mass 8:30 am Confession 9-10am Parish Office 9am-12pm 9am-12pm Confirmation Morning of Reflection Confirmation Mass 5 pm

Job Title:**Faith Formation Administrative Assistant****Parish:**

Nativity Catholic Church

Posting Date:

April 28, 2019

Closing Date:

May 14, 2019

FT/PT:

Part-time (25-29 hours)

Physical Address:

3255 N. Ronald Reagan Blvd., Longwood, FL 32750

Brief Description of Position:

Nativity Catholic Church is actively seeking a part-time Administrative Assistant to its Faith Formation Director to provide support, organization, and coordination of all aspects of this catechetical ministry. The majority of classes are held on Sunday mornings and Wednesday evenings, and the Assistant must be available at those times.

Responsibilities include, but are not limited to:

- Assist with organizing, scheduling, and coordinating faith formation classes for children and adults including tracking attendance, fees and scholarships.
- Assist with preparation and scheduling of sacramental programs (First Reconciliation, First Communion, Confirmation).
- Accurately enter and maintain comprehensive digital filing system for student records.
- Assist with recruiting, supporting and in-service training of catechists.
- Assist and support families with their faith formation and sacramental needs.
- Assist with the purchase, maintenance and organization of classroom learning materials.
- Manage the needs of families on scholarship, including special outreach programs at Thanksgiving and Christmas.
- Coordinate the community service program for Confirmation candidates and registered high school students with Bright Futures service requirements.
- Supervise volunteers working to earn community service hours.
- Provide back-up secretarial duties to the main church office as needed.

Minimum Qualifications:***The successful candidate will possess the following:***

- Fluency in English and Spanish (oral and written).
- Experience in the use of Microsoft Office and ability to learn the PDS records management system, with a strong attention to detail.
- Successful completion of the diocesan employee background screening and safe environment training.
- Willing and creative attitude in helping others by being solution oriented.

Application Instructions:

Qualified applicants should submit a cover letter and resume to Fr. Augustine Clark, Pastor. Closing date for applications will be Tuesday May 14th, 2019 at 4 p.m.