

Intern Job Description

The goal is for the intern is to learn about running a Faith Formation Department & Program. This person is present at many events and assists all other staff members as needed.

- Religious Education
 - Grades K-8 Traditional Program
 - Visit Classrooms
 - Organize/carry out Prayer services
 - Be an adjunct teacher (when needed)
 - Help with Living Stations of the Cross
 - Help with grades K-8 retreats
 - Grade 9-10 Small Group Program
 - Assist with session preparation
 - Lead one small group during the session
 - Give talks and/or lead large group when needed
- Confirmation
 - Be present at Confirmation retreat
 - Give talks and/or lead large group when needed
 - Assist with Confirmation Mass
- Youth Ministry
 - Planning/Advertising/Carrying out events
- General Administrative Work
 - Email/Mail
 - Other office work as needed
- General Parish Items
 - Be involved in Parish events
- Be of assistance to the Pastor/Director/Associate Director.

▪ Hours

- Preferred is two days per week (Mon-Thurs), for two hours each day.
- 2.5 hours most Sunday nights (K-8th Grade Faith Formation classes)
- Weekend sessions (Small Group Program, Confirmation, etc...)