



## **Assistant Formator Job Description**

**Job Title:** Assistant Formator  
**Reports To:** Local Head of Formators

### **SUMMARY**

Assistant Formators share responsibility in the continuation of Christ in the City's (CIC) mission while simultaneously receiving training and formation. They collaborate with the formators to preserve the mission and spirit of CIC in all its activities, programs, and services. They help to oversee the integral well-being of the missionaries, including their spiritual life, human formation, community life, intellectual formation, and apostolic projection with people in need, volunteers, and the greater community. They do so by being available to the missionaries and by offering accompaniment, resources, and opportunities for their daily Christian lives.

In order to accomplish this, Assistant Formators spend the first two years of their employment prioritizing their own formation. These include 1) a time of training accompanied by experienced formators, 2) practicum within the mission of CIC, and 3) ongoing studies, potentially including master's degree or master level classes. While CIC seeks to provide the resources for this training and development, Assistant Formators take the initiative in their personal formation according to the mission and spirit of CIC.

After a minimum of one year in the position, Assistant Formators have the opportunity to be promoted to the Formator position according to the positions locally or abroad. For this job description, see the [Formator Job Description](#).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Regarding the missionaries:

- Collaborate with the formators to implement the formation program for missionaries
- Attentiveness and guidance for the integral well-being and growth of missionaries
- Offer a personal example of apostolic availability in daily life, particularly toward the missionaries
- Facilitate moments of encounter within the community
- Assist the Head of Formators in evaluating applicants for the year of service
- Participate in the formation of the staff according to CIC's mission and spirit
- Create and constantly renew a culture that is consistent with the identified mission, vision, guiding principles, and values of the organization

Regarding their own formation:

- Dedication to deepening spiritual life and relationship with God
- Proactivity in their own spiritual and human growth (e.g., spiritual direction, counseling, or other resources for continued maturation and sanctity)
- Proactivity in studies regarding their academic pursuits as well as the CIC handbooks, formation plan, and materials

- Familiarity with our mission with the homeless
- Seeking conversations and training from the experienced formators

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Provide personal support for the missionaries in unforeseen situations
- Promptly respond to requests for spiritual guidance
- Participates effectively as a team member through communication, cooperation, information sharing and problem solving
- Offer spiritual resources to nourish the interior life of the missionaries
- Outreach to the greater community will require traveling by plane and long road trips
- Assist with community life, which may include cooking, cleaning (including bathrooms), caring for the sick in the house, exercising, walking a pilgrimage (50 miles in 4 days), camping and sleeping on the floor, driving, organizing house items, and manual labor (e.g., moving furniture and carrying donations)
- In the spirit of family, assist other staff with their duties and responsibilities

#### **QUALIFICATIONS**

- Studies in theology
- Experience in pastoral ministry or missionary life
- Openness to participation with the Christian Life Movement (CLM)
- Awareness and integration into the CIC mission

#### **NECESSARY SKILLS**

- Emotional intelligence and maturity
- Critical thinking based on Catholic criteria
- Active listening
- Teaching and public speaking
- Ability to provide guidance and motivation based on Catholic criteria
- Ability to facilitate community living, especially by means of dialogue and sharing
- Social perceptiveness
- Reading comprehension for theological and spiritual texts
- Complex problem solving and conflict resolution
- Prudent judgment and decision making
- Flexibility

Christ in the City seeks applicants who demonstrate a deep knowledge and love for the social and moral teachings of the Catholic Church and manifest those qualities by both their ability to articulate those teachings clearly, and by living their lives faithfully and fully in line with the Magisterium of the Catholic Church and its doctrines, morals, and official teachings.

**Starting Salary:** \$40,000