

JOB DESCRIPTION

Diocese of Orange, Location

POSITION TITLE: Children's Faith Formation Coordinator

JOB CLASSIFICATION: non-exempt

DEPARTMENT: Faith Formation

REPORTS TO: Director of Faith Formation

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS: Parish staff, volunteers, students, parents

SUMMARY OVERVIEW: The Children's Faith Formation Coordinator coordinates, oversees and/or participates in all aspects of Children's Faith Formation at the parish.

ESSENTIAL FUNCTIONS: Primary duties and responsibilities include:

1. Planning and implementing Children Faith Formation programs including Sunday School, Eucharist Classes, Retreat Days, Children's Liturgy of the Word, RCIA adapted for Children, Grades 3, 4, and 5 (Kids of the Kingdom).
2. Oversees the recruitment, training, evaluation and support of adult volunteers, teachers, and ministers.
3. Ensures the Safety Training of adult volunteers, teachers, and ministers
4. Oversees and teaches the safety training of children that is mandated by the Diocese of Orange
5. Completes the yearly Diocesan Census
6. Updates Ministry Database
7. Maintains department budget
8. Creates, distributes, and maintains the Department Calendar
9. Creates a welcoming atmosphere and maintains organization in program offices and storage areas
10. Creates a consistent work schedule with defined hours
11. Acts as a mentor and resource to the parish as needed.
12. Attends parish staff meetings, development days, and diocesan meetings as scheduled.

13. Participates in parish events including Fall Faith Ministry Expo, Oktoberfest, and Parish Leadership gatherings.
14. Acts as staff liaison to parish ministries as assigned.
15. Promotes service opportunities through age-appropriate projects within the parish and the larger community.
16. Evaluates the effectiveness of programs considering the principles and guidelines outlined in the National Directory for Catechesis.
17. Assumes additional responsibilities and activities after mutual discussion and agreement with Pastor and Parish Director
18. Performs other work-related tasks.

NON-ESSENTIAL FUNCTIONS:

1. Upholding and supporting the vision and mission statement of the St. Martin de Porres Community
2. Participating in all aspects of parish life through community, worship, catechesis and outreach
3. Fostering effective communication in the parish
4. Continuing with personal faith development informally and through learning opportunities at parish or diocese.
5. Studying and evaluating current trends in faith formation.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Fully initiated and practicing Catholic
- at least 25 years old
- 2-5 years of parish children’s faith formation experience at the parish level
- Excellent verbal/written/computer skills

DESIRED:

- Bachelors’ degree
- Master Catechist Certificate preferred

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.

