

JOB DESCRIPTION

Corpus Christi Catholic Church, Aliso Viejo

Date: August 9, 2022

POSITION TITLE: Director of Faith Formation for Children

FLSA STATUS: Non-Exempt

HOURS/WEEK; 40 hours/week

DEPARTMENT/PROGRAM: Faith Formation for Children

REPORTS TO: Pastor

SUPERVISORY RESPONSIBILITY: Assistant(s) to Director of Faith Formation for Children.

INTERNAL/EXTERNAL CONTACTS:

Internal: Pastor, parish staff and parishioners

External: Families/persons not registered in the parish though inquiring about the parish's sacramental programs

PRIMARY PURPOSE: Responsible for developing programs and large group events to foster faith formation for families with children in preschool through fifth grade and sacramental preparation (First Reconciliation and First Eucharist) for children ages 7 through fifth grade.

QUALIFICATIONS & EXPERIENCE

REQUIRED:

1. Active member of a Roman Catholic parish faith community or be a person who has knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church.
2. Holds or is working toward a Master's Degree in Religious Studies, Theology, Pastoral Ministry and/or a related field in ministry.
3. Three to five years of administrative catechetical experience.
4. Familiarity with the *General Directory for Catechesis*, the *National Directory for Catechesis*, and *Our Hearts Were Burning Within Us*.
5. Well-grounded in Catholic theology, liturgy, Church teachings and traditions.
6. Commitment to the Purpose Driven model.
7. Ability to implement effective plans for coordinating a family faith formation program and organizing programs involving parish families.
8. Ability to work collaboratively with others.

9. Participation in scheduled staff meetings.
10. Ability to honor and maintain confidentiality.
11. Diocesan employment requirements must be met.
12. Perform other work related tasks as directed by the pastor.

ESSENTIAL FUNCTIONS:

Programs

1. Design, promote, implement, and evaluate Children's Faith Formation (C.F.F.) programs and services
 - a. *Faith Initiative Starts at Home (F.I.S.H.)* - elementary level faith formation, kindergarten through fifth grades. F.I.S.H. is both a home school and weekly class program.
 - b. *Sacrament Preparation Process* – parent sessions, retreat experience for parents and children.
 - c. *Rite of Christian Initiation of Adults (R.C.I.A.) Adapted for Children* – Sacramental Preparation program for children ages 7 through fifth grade.
 - d. *Catechesis of the Good Shepherd (C.G.S.)* - faith formation program for children ages 3 - 5 (Level 1)
 - e. *Special Kids in Prayer and Sacraments (S.K.I.P.S.)* – faith formation program for children with special needs, ages 6-12, 13-17
 - f. *Children's Liturgy of the Word (C.L.O.W.)* – Sunday Mass time program for children grades 1 - 5.
 - g. *Vacation Bible School (V.B.S.)* - Summer time program for children ages 4 through fifth grade
2. Coordinate or co-coordinate children events such as Family Intergenerational and Faith Formation events.
3. Train catechists, aides, lay presiders and volunteers for all Children's Faith Formation programs.
4. Prepare weekly newsletter to support Children's Faith Formation families

Administration

1. Recruit, train, mentor and supervise volunteers for program offerings
2. Ensure that all faith formation volunteers are in compliance with Safe Environment requirements.
3. Schedule and attend faith formation ministry team meetings.
4. Attend faith formation deanery meetings.
5. Sets and maintains calendar of classes, training, activities and events.
6. Prepare all necessary materials for volunteers; evaluate materials
7. Prepares and manages the Faith Formation for Children budget in collaboration with the Pastor.
8. Market programs to appropriate parish audiences
9. Review national programs and materials as potential source material for the parish
10. Continue to evolve programs as needed
11. Perform other duties as assigned by the pastor.

PHYSICAL REQUIREMENTS:

1. Frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; occasionally required to climb stairs; balance; stoop, kneel, crouch or crawl. Frequently lift and/or move up to 10 lbs. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.
2. The noise level in the work environment is usually moderate though occasionally loud.

EQUIPMENT AND PROGRAMS: basic office equipment; Microsoft Office Suite; other equipment and software applications as needed.

WORKING SITUATIONS:

Requires some variable hours and on call responses after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events and the ability to arrange coverage. These times include though are not limited to Christmas season, Holy Week/Easter, fundraisers, etc.