

## JOB DESCRIPTION

Date Prepared: August 24, 2022

Date Issued: August 24, 2022

Date Revised:

**POSITION TITLE:** Children Faith Formation Coordinator – English Program

**JOB CLASSIFICATION:** Non-Exempt / Part-Time

**DEPARTMENT:** Faith Formation & Evangelization

**REPORTS TO:** Director of Faith Formation & Evangelization

**SUPERVISORY RESPONSIBILITY:** None

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### **SUMMARY OVERVIEW:**

This part-time person administers a parish catechetical program that provides leadership to assist the English-speaking community to build a solid catechetical ministry. Works with the coordinator of the vietnamese children's program. Responsible for recruiting and training of volunteer catechists and aids; student registration forms, budget, record keeping, inventory and updating information through the PDS system; booking of facilities for classes and events.

### **REQUIRED:**

- Courteous and professional manner with strong organizational and communication skills.
- Ability to accurately communicate information about the parish program.
- Ability to interact with the public, volunteers, parishioners and officials.
- Highly organized and ability to perform multiple tasks simultaneously.
- Work without close supervision.
- Reliable, dependable and honest.
- Maintains strict level of confidentiality.
- Website capabilities.
- Intermediate knowledge/experience with Microsoft outlook, word, excel.
- Availability to work evenings and weekends and flexibility to change shifts and/or tasks as needed.
- Read, write and speak English. Bilingual Spanish and/or Vietnamese a plus but not necessary.

### **QUALIFICATIONS:**

- Proficiency in Office 365, word and excel.
- Knowledge of web base applications.
- Has a minimum of three consecutive years in parish faith formation department or in church environment.
- Basic catechist certification from the Diocese of Orange or will begin the process and complete within their first year of hire date.
- Bachelor's degree is preferred but not required if adequate experience is established.

### **INTERNAL/EXTERNAL CONTACTS:**

Parish staff, volunteers, committee members, diocesan offices, extended catholic community and organizations.

**ESSENTIAL FUNCTIONS:**

1. Develop and maintain a catechetical program for Grades 1-8 (including sacramental requirements, catechesis, and Church teachings).
2. Research the needs and preferences of parents to determine the best type of religious education program for the parish. Review and select suitable materials for the programs and review with director.
3. Develop comprehensive calendar of all aspects of the catechetical program and coordinate program with the parish master calendar.
4. Prepare and plan student and parent retreats.
5. Implement diocesan and parish directives and policies and disseminate information to students and their parents.
6. Implement the Diocesan Safe Environment program on a yearly basis.
7. Recruit sufficient volunteers and aides to conduct the parish catechetical programs.
8. Provide regular in-service activities to train volunteers in basic theology, the methods of catechesis, and the use of materials to be employed in their assignments.
9. Evaluate catechists at least once a year and offer commendations as well as constructive suggestions for improvement as needed.
10. Prepare and communicate information to parents regarding the program events and policies: such as, but not limited to, registrations, fee/tuition policy, sacramental preparation schedule and policies, parent meetings, enrichment opportunities, etc.
11. Review and maintain an annual budget with the Business Manager and oversee expenditures. Ensure appropriate collection of outstanding student fees.
12. Submit check requests to immediate supervisor for monthly department bill payments.
13. Maintain accurate records related to registration, attendance, and student evaluations as well as any required documentation related to sacramental preparation and celebration.
14. Attend parish staff meetings; update volunteers regularly on matters pertaining to the catechetical program.
15. Supports and prepares parent meeting agenda and documents.
16. Other duties and functions as requested by the director.

**PHYSICAL REQUIREMENTS:**

Typical Working Conditions	Typical office environment
Equipment Used	Basic computer equipment, keyboard, mouse, telephone, copier, calculator.
Essential Physical Tasks	Communicate, move, remain stationary and occasionally carry material as needed up to 20 lbs.