

JOB DESCRIPTION

POSITION TITLE: Faith Formation Coordinator

JOB CLASSIFICATION: Non-Exempt – Full Time

SCHEDULE: Full-Time, Sunday-Thursday, Evenings on Monday & Tuesday

DEPARTMENT: Faith Formation

REPORTS TO: Pastor, Director of Faith Formation & Parish Life

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS: Pastor, Parish Staff and volunteers, committee members, Diocesan offices, extended catholic community and external organizations.

SUMMARY:

- Responsible for coordinating and administering children's catechetical programs, providing for the instructional and religious formational needs of children preschool through fifth grade faith formation programs including: Trinity Tykes, RCIA Adapted for Children, Children's Liturgy of the Word, Elementary Faith Formation, Sacramental Prep, and Vacation Bible School.

CONTEXT:

- Children's faith formation includes developing relationships with children and their families, planning and implementing events and programs intended to lead children and their families closer to Christ and His Church and toward a life of discipleship.

ESSENTIAL DUTIES AND MAJOR AREAS OF RESPONSIBILITY:

- Coordinate and deliver the pre-school through fifth grade faith formation programs: Trinity Tykes, RCIA Adapted for Children, Children's Liturgy of the Word, Elementary Faith Formation, Sacramental Prep, and Vacation Bible School.
- Coordinate the recruitment, training, scheduling, support and evaluation of catechists/volunteers for the children's faith formation program for the purpose of guiding children to grow in their knowledge of God and practice of the Catholic faith, in the celebration of sacraments and in age-appropriate development of their own spiritual lives.
- Effectively and consistently communicate all relevant information to children, parents and guardians and the larger parish community; foster community and involvement in parish life
- Provide a safe environment for children to grow in their faith; comply with safe environment standards and ensure protocols are met for all catechists and volunteers.
- Continue one's own formation in the church's mission of evangelization, catechesis and children's ministry through self-study, participation in diocesan meetings, workshops and retreats.
- Attend regular staff meetings and participate in planning meetings with Director of Parish Life and Faith Formation; works in close collaboration with Director of Parish Life and Faith Formation in building and fostering a continuum of formation and spiritual growth for children and youth.
- Fulfills other responsibilities as identified by supervisor or Pastor.

SUPERVISORY RESPONSIBILITIES:

- Not responsible for any immediate supervision of employees. Serves as supervisor to volunteers within the children's program.

QUALIFICATIONS

- Zeal for helping children and families foster a personal relationship with Jesus and teaching children about our Catholic Faith.
- Effective leadership and motivational skills
- Excellent oral and written communication skills
- Collaborative/friendly work style with ability to project professionalism and sincerity.

- Possess strong organizational skills, capable of multi-tasking, self-starter, ability to work independently
- Creativity in designing or selecting curriculum, planning fund-raisers, projects, and fellowship events.
- Must be an active member of a Catholic community and attend mass regularly in order to express personal knowledge of the Catholic faith and commitment to Catholic ideals.

EDUCATION and/or EXPERIENCE

- High School Graduate or equivalent
- 1-2 years post-secondary education preferred
- 2 years of experience as a catechist in a Catholic parish or equivalent combination of education and experience
- Experience with coordinating a group of volunteers
- Demonstrated ability to effectively utilize MS Office, Constant Contact and other communication tools
- Must complete online Safe Environment training

LANGUAGE SKILLS

- Strong interpersonal communication and relationship building skills. Keen attention to detail. **Excellent oral and written communication.**

Typical Working Conditions:	Typical Office Environment:
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, calculator and paper shredder
Essential Physical Tasks:	Communicate, move, remain stationary and occasionally carry material as needed up to 25 lbs.

Qualified applicants please submit your resume to:

Lyssa Rollolazo, Director of Parish Life and Faith Formation via email
lrollolazo@holytrinityladera.org