

Diocese of Orange - Saint Hedwig Catholic Church - Los Alamitos, CA

POSITION TITLE: Faith Formation Assistant

Date Approved: 12/9/2022

Approved by: Fr. Quan Tran

JOB DESCRIPTION

Job Classification: Non-exempt, Fulltime (30 – 40 hours/week)

Department: Faith Formation

Reports to: Faith Formation Coordinator

Supervisory Responsibility: None

Primary Purpose:

To assist the Faith Formation Coordinator in planning, preparing, and running the Faith Formation Program. Responsibilities include registration, database record keeping, inventory, preparing class materials, communication with parents, staff, and volunteers, program facilities scheduling, and assisting with parent and volunteer meetings. Assisting at parish events.

QUALIFICATIONS & EXPERIENCE

REQUIRED:

Practicing Catholic in good standing, Bachelor's degree, and two years of experience as a Catechist or volunteer in a Faith Formation Program. Excellent verbal and written communication skills. Strong leadership, computer, and organization skills. Work schedule flexibility to support the needs of the Faith Formation program and parish events. Ability to prioritize and complete a variety of projects without close supervision.

DESIRED:

Three+ years of Faith Formation ministry and leadership experience. Advanced computer skills. Graphic design background to create communication and promotional.

ESSENTIAL FUNCTIONS

1. Works collaboratively with the Faith Formation Coordinator and team to support program needs: class preparation, meetings, retreats, training, and events.
2. Supports and assists in evening and weekend faith formation and parish events (set up/clean up).
3. Demonstrates a positive and collaborative attitude and works efficiently with department staff members and the parish community.
4. Performs assigned tasks in a professional, consistent, timely, and efficient manner.
5. Prioritizes workload and communicates positively to changes and concerns.
6. Keeps all informational records confidential and protected.
7. Accepts constructive criticism and handles concerns/complaints in a positive and professional manner.
8. Faith Formation Communications: emails to families and participants, bulletin submissions, website updates and distribute flyers.
9. Provides basic information on ministry programs, answering incoming inquiries and directing these to the appropriate staff.
10. Assists in scheduling catechists and other volunteers when needed.

11. Performs administrative and secretarial duties for the Faith Formation Office.
12. Prepares, receives, tracks, and maintains all registration forms.
13. Enters, maintains, and updates family, student, and volunteer database records.
14. Tracks program requirements for Sacramental preparation programs (Baptisms for infants and older children, First Communion, Youth Confirmation, school Communion, Adult Confirmation and O.C.I.A).
15. Communicates with the business department to ensure that registration finance information and changes are received and recorded accurately.
16. Communicates with the school secretary and parish sacraments recorder to ensure that sacraments are recorded accurately.
17. Processes and records incoming fees and refunds; tracks any outstanding fees.
18. Inputs and uploads faith formation program schedule to website.
19. Inputs facilities scheduling for faith formation program and parish ministries in PDS facilities scheduler.
20. Assists with volunteer safe environment training and fingerprinting as the designated site coordinator.
21. Inventories, maintains, and orders Faith Formation program and office supplies.
22. Processes reimbursement requests for faith formation department.
23. Oversees maintenance needs of office equipment.
24. Perform other work-related tasks and duties as assigned.