



MISSION BASILICA SAN JUAN CAPISTRANO
Coordinator of Full Family Faith Formation

Pay Rate: \$18-\$22 per Hour.

Part-Time, 25 Hours per Week.

SUMMARY:

The Coordinator of Full Family Faith Formation is a part-time position, at-will position working in the Religious Education Department of Mission Basilica San Juan Capistrano under the Director of the Faith Formation, which plans, organizes, directs, and coordinates the education and spiritual formation programs. The Coordinator of Full Family Faith Formation will successfully assume new responsibilities for the Mission Parish and provide direct support in strengthening the organization's overall performance. As a representative of the Roman Catholic Church, the Coordinator of Full Family Faith Formation will conduct him/herself according to the goals and mission of the Church in performing their duties.

REPORTS TO: Director of Faith Formation

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Director of Faith Formation and exercises supervision over catechists, sponsors, volunteers, and parents in the religious education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Typical duties may include, but are not necessarily limited to the following:

- Responsible for the assessment of needs, setting of goals, priorities, and periodic evaluations of Full Family Faith Formation program according to parish and Diocesan guidelines. Meet with parents of children preparing for sacramental celebrations.
- Responsible for the preparation of baptized Catholics to receive the Sacrament of Penance and Holy Communion coordinating the formation process and discernment of readiness.
- Develops an annual calendar for Full Family Faith programs.
- Leads and develops leadership skills among volunteers, parents, and children to create and administer Full Family Faith programs.

- Oversees purchasing and expenditures for Full Family Faith Formation in cooperation with the Director of Faith Formation.
- Prepares and submits periodic reports to Director of Faith Formation and Pastoral staff.
- Schedules and establishes agenda Full Family Faith Formation meeting with parents and children.
- Attends and participates in Parish staff meetings.
- Supports the Diocese of Orange Religious Education Department by maintaining policies and programs established and by attending workshops, seminars, and meetings.
- Represents the Mission Parish on matters pertaining to Full Family Faith Formation.
- Performs related duties and responsibilities as required or assigned by the Director of Faith Formation.

QUALIFICATIONS:

Job Knowledge, Skills and Abilities:

- Membership and active participation in a Roman Catholic Church required.
- Knowledge of Roman Catholic doctrine and practices and the ability to lead adult religious education programs.
- Knowledge of principles of organization, administration, budget, and personnel management.
- Knowledge of group dynamics and the ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to communicate effectively both orally and in writing with staff, parishioners, and the public.
- Ability to make independent and good judgment decisions within the established policies and procedures of the Roman Catholic Church, Diocese of Orange, and the Parish.
- Ability to exhibit dependable and reliable work habits.
- Good computer application skills in MS Word, Excel, and Outlook.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Education:

- Desired but not required, Bachelor of Arts in religious education, sociology, psychology, or related field.
- Master catechist certification – In Process
- Must be Bilingual.

WORKING CONDITIONS:

- The working environment includes an office setting and may include activities on Mission Parish grounds including exposure to inclement weather.
- Extensive contact with the public.
- Job functions may require maintaining the physical condition necessary for prolonged periods of sitting or standing; walking, climbing stairs; lifting and carrying 20 to 25 pounds; extensive use of a computer keyboard.