

Diocese of Orange  
ST. EDWARD THE CONFESSOR CHURCH + SAN FELIPE DE JESUS CHAPEL

## Faith Formation Programs Coordinator Job Description

Parish Mission Statement: Our Mission is to spread the gospel of Christ through celebrating the sacraments, serving the poor, and evangelizing the world around us.

POSITION TITLE: Faith Formation Programs Coordinator

JOB CLASSIFICATION: Non-exempt

DEPARTMENT: Faith Formation

SUPERVISOR: Director of Faith Formation

SUPERVISORY RESPONSIBILITY: None

SCHEDULE: 40 hours per week; Weekend and some evening work will be required.

PAY RATE: \$22.00 - \$26.00 per hour

SUMMARY OVERVIEW: The Faith Formation Programs Coordinator is a professional who supports the Director in overseeing the operations and goals of Faith Formation Ministries.

DUTIES AND ESSENTIAL FUNCTIONS:

- Assists the Director of Faith Formation in developing and implementing a yearly calendar of Formation programs and events:

Children's Liturgy of the Word	Sessions for Preschool to 8 <sup>th</sup> Grade
Sacramental preparation including:	Retreats, rehearsals, and Liturgies
RCIA for children and adults	Other Faith Formation programs and events
- Coordinates the parish Baptism preparation process. Serves as the main point of contact (phone calls/emails); Sets up initial interview with Parent and Director of Faith Formation. Processes registration forms; Creates and maintains Baptism lists; Recruits and trains volunteers for the Baptism preparation team; Collaborates with the Director of Faith Formation to provide Baptism preparation classes for parents and godparents.
- Assists the confirmation program if needed during retreats or other events.
- Assists in recruiting, training, and managing catechists and volunteers for all Faith Formation programs. Supports catechists by preparing materials weekly and teaching when needed. Maintains Safe Environment guidelines for Faith Formation volunteers.
- Oversees daily operations and ensures compliance with regulations governing all Faith Formation programs and monitors the achievement of objectives. Collaborates with staff and volunteers. Communicates regularly with Catechists, parents, and participants regarding Faith Formation Programs.
- Creates spreadsheets, implements, and maintains the registration process for Faith Formation Programs (registration forms, fees, attendance, records, and other secretarial duties), Completes the Diocese of Orange faith formation yearly census.

- Interacts with visitors, handling phone calls, email, and messages as needed. Communicates important information to staff, parishioners, and the public via desired media.
- Works onsite on assigned workdays, regular and punctual attendance. Attends meetings as requested, including evenings and weekends when needed with the ability to work both unsupervised and with various groups.
- 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.
- duties as assigned by the Pastor or Director of Faith Formation

**QUALIFICATIONS & EXPERIENCE**

**Required:**

- Excellent written, oral communication, and customer service skills
- Excellent communication, Bilingual Spanish/English,
- Excellent collaboration and time management skills.
- Highly organized, able to multi-task fluidly, proficiency in Microsoft Office Suite Knowledge of Adobe, Google Docs, and data management systems
- Knowledge of best practices for Catholic Faith Formation Programming
- Basic Catechist Certification from the Diocese of Orange or complete within one year from date of hire.
- Practicing Catholic in good standing with the Church.
- Two full time years or 4-part time years of experience working in a Catholic parish, school, or Diocese with elementary age children.
- Must clear background screening and Live Scan fingerprinting through Diocese of Orange.
- Authorized to work in the United States

**Desired:**

- Bachelor's degree in religious studies, theology/Pastoral Studies, or related field preferred.
- Master Catechist Certification preferred.

**PHYSICAL REOUIREMENTS/WORK ENVIRONMENT:**

Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 25 lbs.