



“Our parish is a living sign of God’s saving Word. The people of Saint Cecilia parish have been called by God to foster a genuine, caring Catholic Christian community. God empowers us to be a visible sign of the Kingdom of God in the world.”

Position Description Form
Diocese of Orange St. Cecilia Catholic Church

Position Title: Children’s’ Faith Formation Coordinator
(Bilingual)
Reports to: Pastor/Business Services Manager
Position Type: Part Time - Non Exempt
Hours: 25 hours per week
Rate Scale: \$20-\$22 per hour (based on experience)
Schedule: TBA

Job Summary:

This is part time nonexempt position reporting to the Pastor &. Business Services Manager. This position is responsible for the coordination and administration of the Parish’s Faith Formation in various languages. The individual leads in the development of faith within young children between the grade levels of Pre-K to 8 grade.

Primary Responsibilities:

- Program Development:
- In the collaboration with the DRE or Pastor develop catechetical program, discipline policies, and establish a method of evaluation for each area of responsibility.
- Training:
- Encourage all members of the catechetical team to attend the basic certification courses offered by the Diocese.
- Organization:
- Develop goals and objectives, develop plans for liturgical celebration, research and publicize services projects, calendar class schedule, and events, determine supplies/resources needed and submit list to the office. In consultation the Pastor, develops presentations for parent’s meetings.
- Determine numbers of volunteers needed in each area of responsibility; secure personal information from volunteers for office record and possible background checks. Assign volunteers to particular position after consultation with the DRE.
- Communications:
- Send letters to parents advising of meetings and activities special events.
- Performs other duties as assigned

Educational programs

- Calendar program events (English/Spanish)
- Co-ordinate speakers for parents of the sacramental children
- Develop/organize resource for parish and pastoral staff

Attend Ministerial and staff meetings in the parish

Organization:

- Develop goals and objectives
- Develop plans for liturgical celebrations 1st penance, 1st communion
- Determine supplies/resources needed and submit the order
- Develop all the organization on folders for all students
- Keep well organized the school of religion bookrack and video rack
- Attending and helping parishes with need and questions over the phone or in the office.
- Submit order for books

Recruitment:

- Determine number of volunteers needed for school of religion
- Assign the parents in different areas of volunteer in the program.

Communication:

- Send information to the parents about registration, meetings, education, opportunities, seminar and special events.
- Participate in Diocesan sponsored workshops and meetings
- Seek opportunities for personal spiritual growth
- Seek for continuing education and updating.

Knowledge, Skills, and Abilities

- Ability to comfortably greet and communicate with visitors/parishioners and assisting in resolving issues. Ability to communicate faith and spirituality.
- Knowledge of Catholic faith and doctrine.
- Knowledge of office procedures and methods including,
 - Multi-lined phone communications system,
 - Office systems, and
 - Record keeping.
- Knowledge of parish, school, and diocesan policies and procedures.
- Excellent verbal and written communication and system skills
 - Knowledge of business communication, including styles and formats of letters, memoranda, minutes and reports.
 - Skill to use PC Windows's environment and various software packages (PDS Parish system, Word Perfect, MSWord, MS Office, MS Excel, Publisher and MS PowerPoint).
 - PC filing skills – establish folders/document naming protocols
 - Ability to type 50 words per minute.
- Ability to establish priorities, work independently, and complete objectives with minimal supervision.
- Ability to maintain confidentiality in all matters.
- Perform other related tasks as directed by Pastor/Business Services Manager
- Reliability and punctuality a must

Essential Physical Tasks:

- Remain stationary, either sitting or standing, including reaching at times
- Occasionally carrying boxes and other materials as needed weighing up to 30lbs.

Desired Education, Training, or Experience

- Fluent in English and Spanish.
- Fluent in Vietnamese a plus
- Experience working with the general public.
- Minimum of 3 years of relevant work experience in similar role
- Preferred Associate Degree with courses in secretariat/office administration.