

JOB DESCRIPTION

ST. MARTIN DE PORRES CATHOLIC CHURCH YORBA LINDA, CA

POSITION TITLE:	Children's Faith Formation Coordinator
JOB CLASSIFICATION:	Non-Exempt
DEPARTMENT/PROGRAM:	Faith Formation
REPORTS TO:	Director of Faith Formation
SCHEDULE:	19-24 hrs. per week, including Sundays
PAY RANGE:	\$21-\$23 hourly range Based on experience, education and qualifications.

JOB SUMMARY

The Children's Faith Formation Coordinator plays a key role in supporting and enhancing the spiritual growth of children within our parish community. Under the direction of the Director of Faith Formation and in collaboration with the Associate Director of Children's Faith Formation, this position coordinates and oversees essential programs, including Sunday School (ages 3-6) and Children's Liturgy of the Word (grades 1-5). The coordinator assists in developing engaging curriculum, recruiting and training volunteer catechists, and facilitating parent involvement. Ideal candidates will possess strong organizational and interpersonal skills, a passion for catechesis, and experience in teaching or children's ministry.

Because all St. Martin de Porres Catholic Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

ESSENTIAL FUNCTIONS

The position of Children's Faith Formation Coordinator has duties which include (but are not limited to):

- Coordinates and executes the Sunday School Program (age 3 to 6 years old) and Sunday Children's Liturgy of the Word (1st to 5th grade).
- Assists in planning curriculum and programs, selecting text and other teaching materials.
- Assists in recruiting, selecting and placing teachers, aides and substitutes where necessary.
- Assist in training teachers throughout the year.
- Provides support for in-services and celebrations.
- Helps plan and facilitate Parent meetings.
- Provides classroom set-up before classes.
- Responsible for documentation and correspondence relating to program.
- Ensures that all material and supply levels are maintained.
- Fosters effective communication between staff, teachers, parents, and students.
- Remains on-site and available for program classes and meetings.
- Performs other duties as assigned by Director of Faith Formation.

The Children's Faith Formation Coordinator works collaboratively with the parish staff and parish community by:

- Upholding and supporting the vision and mission statement of the St. Martin de Porres Community
- Participating in all aspects of parish life through community, worship, catechesis and outreach
- Fostering effective communication in the parish
- Continuing with personal faith development informally and through learning opportunities at parish or diocese.
- Studying and evaluating current trends in faith formation.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Fully initiated and practicing Catholic with a strong commitment to the Catholic Faith.
- Basic Catechist Certification (if not certified, will begin process upon hiring)
- Experience or demonstrated capability in catechetical teaching or faith formation.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- The ability to collaborate effectively with staff, volunteers, parents, and children.
- Ability to work flexible hours, including Sundays and occasional evenings for classes, meetings, and special events.
- Proficiency in basic office software (e.g., Microsoft Office, email, databases).

PREFERRED QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Theology, Religious Education, Education, or a related field.
- Previous experience in children's catechetical ministry or religious education.
- Familiarity with Catholic curriculum development and age-appropriate catechetical methods.
- Experience recruiting, training, and supervising volunteers.

PHYSICAL REQUIREMENTS

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

Work Conditions

- The position primarily involves work in an office setting within the parish premises, requiring frequent use of office equipment such as computers, telephones, printers, and filing systems.
- Evening and weekend work is required to accommodate parish programs and events.
- Must be available to adjust the schedule as needed to meet the needs of the parish community and ministry activities.
- Regular interaction with children, youth, adults, and volunteers in a professional and faith-based environment.
- Some local travel may be required for parish and diocesan meetings or events.

Physical Requirements

- Ability to remain seated for extended periods while performing administrative tasks.
- Frequent walking, standing, and moving around the parish campus to support programs and events.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Manual dexterity required for operating office equipment, creating materials, and managing paperwork.
- Visual and auditory ability to communicate effectively with staff, volunteers, and parishioners in person, via email, and by phone.
- Must be able to set up and dismantle chairs, tables, and other equipment needed for parish activities as required.