

JOB DESCRIPTION

Date Prepared: 7.22.25

Date Issued: 7.22.25

Date Revised: N/A

CHRIST CATHEDRAL PARISH

POSITION TITLE: Children Faith Formation Assistant - bilingual English/Vietnamese
JOB CLASSIFICATION: Non-Exempt – Part Time
DEPARTMENT: Faith Formation & Evangelization
REPORTS TO: Faith Formation Coordinator
SUPERVISORY RESP.: None
SCHEDULE: Varies - Day, Evening, Weekends
PAY RANGE: \$17.00 - \$20.00 hourly Based on experience, education and qualifications.

POSITION SUMMARY:

Works with the faith formation coordinator to collaborate and implement the vision and mission for the children's faith formation program on Sundays. Helps the coordinator provide training, leadership, motivation, trust, in the development of catechists and volunteer teams to achieve the purpose and mission of faith formation.

ESSENTIAL FUNCTIONS:

Reports to the Faith Formation Coordinator. Works with the faith formation team to implement the new catechetical and evangelization methodology for year 1 and 2 children. Sunday faith formation classes will be in English and parent meetings may be in Vietnamese.

Because all Christ Cathedral 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.

Responsibilities:

- Will be present to support volunteers and students for Sunday morning weekly classes.
- Will adhere to a set work schedule approved by supervisor.
- Will coordinate with Supervisor for the continued development of the post-communion program.
- Supports the training of volunteer leadership for the post-communion formation of students.
- Support in recruiting, training catechists, and volunteers for the program.
- Supports and actualize catechetical/faith formation documents, resources and methodologies text, audio-visual materials, and other resources appropriate to the formation development and cultural needs of the children and families in the program.
- Helps coordinator in achieving goals and objectives for children and catechists for each instructional level.
- Supports when needed training volunteer catechists in the new faith formation program methodology.
- Helps prepare, plan and implement children, parent retreats - approved by the supervisor.
- Provide periodic spiritual enrichment and community-building experiences for volunteer catechists and aides in the program as approved by the supervisor.
- Prepares and communicates information to parents regarding the Sunday program, its events, and policies: registrations, fee/tuition policy, sacramental preparation schedule and policies as approved by the supervisor.
- Supports the coordinator in compliance of volunteer catechist certifications, fingerprinting and safe environment programs as directed by The Office of the Child and Youth Protection in the

JOB DESCRIPTION

Diocese of Orange.

- Works with the Coordinator to complete a comprehensive calendar of all aspects of the catechetical program and coordinates with the parish master calendar coordinator - approved by the Supervisor.
- Responsible for the administration of Sunday child records related to registrations, attendance, evaluations as well as required documentation to sacramental preparation and celebration.
- Supports a safe environment for children and volunteers during Sunday sessions.
- Ensures all classrooms are cleared, cleaned, and reset at the end of the session for them to be ready for the next session and/or academy use on Monday.
- When available, attends parish staff, department meetings, diocesan workshops, conferences and seminars as approved by the supervisor.
- Performs other duties as assigned by the Supervisor.

Accounting:

- Supports and assists with the finance department, collect registration payments, tracks receipts and follow-up on outstanding balances.
- Supports to complete petty cash reimbursements efficiently and accurately.
- Supports the finance department with any questions related to accurate record-keeping.
- Completes family and student and information in the parish PDS system.
- Follow policy and procedures for money handling.

Other:

- Perform other duties as assigned by Supervisor.

Required:

- A practicing Roman Catholic participating in a parish
- Ability to multitask and work both independently and collaboratively
- Strong organizational skills
- Ability to prioritize and to be flexible
- Ability to maintain confidentiality
- Excellent interpersonal communication skills
- Ability to collaborate with others to implement the formation plan, given and trained by the Supervisor.
- Strategize and delegate the implementation to staff and volunteers.
- To build appropriate ministry relationships and coach volunteers.
- Website capabilities.
- Intermediate knowledge/experience with Microsoft outlook and its applications.
- Work evenings and weekends and flexibility to change shifts and/or tasks as needed.
- Fluent in English & Vietnamese both written and oral.
- Supervisory ability a plus.

Qualifications:

- Proficiency in Office 365, word and excel.
- Knowledge of web base applications.
- Has a minimum of three consecutive years in parish faith formation department or as a volunteer leader within the formation program.
- Basic catechist certification from the Diocese of Orange or will begin the process and complete within the first year of hire date.

JOB DESCRIPTION

- Bachelor's degree is preferred but not required if adequate experience is established.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Works extensively in an office and classroom environment sitting and standing for long periods of time.
- Repetitive computer use, telephone use. Needs to have the ability to communicate effectively.
- Use hands to handle or feel and talk or hear. Reach with hands and arms. Walk, stoop, kneel, crouch, or crawl.
- Frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Please send resume to: gthomsen@christcathedralparish.org