



Job Title: Children's Faith Formation Coordinator

Schedule: Part-time; 20 hours per week, Sunday, Monday, Tuesday with additional flex days as needed, evening and weekends are required

Location: Holy Trinity Catholic Church

SUMMARY

Responsible for coordinating and administering children's catechetical programs, providing for the instructional and religious formational needs of children preschool through fifth grade faith formation programs including: Trinity Tykes, RCIA Adapted for Children, Children's Liturgy of the Word, Elementary Faith Formation, Sacramental Prep, and Vacation Bible School.

CONTEXT

Children's faith formation includes developing relationships with children and their families (public school, private school and homeschool), planning and implementing events and programs intended to lead children and their families closer to Christ and His Church and toward a life of discipleship.

This position is an extension of the Faith Formation Department and reports to the Director of Parish Life and Faith Formation. The incumbent must have the willingness and ability to support the Mission of the Universal Roman Catholic Church, Diocese of Orange and Holy Trinity Catholic Church.

ESSENTIAL DUTIES AND MAJOR AREAS OF RESPONSIBILITY

1. Coordinate and deliver the pre-school through fifth grade faith formation programs: Trinity Tykes, RCIA Adapted for Children, Children's Liturgy of the Word, Elementary Faith Formation, Sacramental Prep, and Vacation Bible School.
2. Coordinate the recruitment, training, scheduling, support and evaluation of catechists/volunteers for the children's faith formation program for the purpose of guiding children to grow in their knowledge of God and practice of the Catholic faith, in the celebration of sacraments and in age-appropriate development of their own spiritual lives.
3. Effectively and consistently communicate all relevant information to children, parents and guardians and the larger parish community; foster community and involvement in parish life
4. Provide a safe environment for children to grow in their faith; comply with safe environment standards and ensure protocols are met for all catechists and volunteers.



5. 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.
6. Attend regular staff meetings and participate in planning meetings with Director of Parish Life and Faith Formation; works in close collaboration with Director of Parish Life and Faith Formation in building and fostering a continuum of formation and spiritual growth for children and youth.
7. Fulfills other responsibilities as identified by supervisor or Pastor.

GENERAL RESPONSIBILITIES

Maintain a current level of knowledge and skills required to effectively serve in this position. Ensure close cooperation and communication with Pastor, Director of Parish Life and Faith Formation, staff, parish leaders, volunteers and parents.

SUPERVISORY RESPONSIBILITIES

Not responsible for any immediate supervision of employees. Serves as supervisor to volunteers within the children's program.

QUALIFICATIONS

To perform this job successfully, an individual must be able to execute all major responsibilities and perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Employment is subject to satisfactory background check results.

EDUCATION and/or EXPERIENCE

1. High School Graduate or equivalent
2. 1-2 years post-secondary education preferred
3. 2 years of experience as a catechist in a Catholic parish or equivalent combination of education and experience
4. Experience with coordinating a group of volunteers
5. Demonstrated ability to effectively utilize MS Office, Constant Contact and other communication tools
6. Must complete online Safe Environment training

LANGUAGE SKILLS

Strong interpersonal communication and relationship building skills. Keen attention to detail. ***Excellent oral and written communication.***



OTHER EXPERIENCE/SKILLS

1. Must be an active member of a Catholic community and attend mass regularly in order to express personal knowledge of the Catholic faith and commitment to Catholic ideals
2. Collaborative/friendly work style with ability to project professionalism and sincerity
3. Possess strong organizational skills and is capable of multi-tasking
4. Creativity helpful in designing or selecting curriculum, planning fund-raisers, projects, and fellowship events

CERTIFICATES, LICENSES

Valid driver's license

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is primarily in a church setting with occasional work in other community locations. Travel is expected for diocesan training and formation. Weekend and evening work is required.

Qualified applicants please submit your resume to:
Lyssa Rollolazo, Director of Parish Life and Faith Formation via email
lrollolazo@holytrinityladera.org