

JOB DESCRIPTION – FAITH FORMATION COORDINATOR (PART-TIME)

Job Title: **FAITH FORMATION COORDINATOR PRESCHOOL – GRADE 5 (PART-TIME)**
Schedule: Part-time; 20 hours per week August-May; not to exceed 75 hours June-July
Location: St. Joseph Catholic Church, Grand Rapids, MN

SUMMARY

Responsible for developing, coordinating and administering children's catechetical programs, providing for the instructional and religious formational needs of children enrolled in preschool through grade 5 faith formation programs.

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 closer to Christ and His Church and toward a life of discipleship.

This position is an extension of the Pastor's ministry, inclusive of St. Joseph and St. Augustine parishes. The incumbent must have the willingness and ability to support the Mission of the Universal and Local Roman Catholic Church.

ESSENTIAL DUTIES AND MAJOR AREAS OF RESPONSIBILITY

1. Plan, coordinate and deliver the pre-school through grade 2 and grades 3 through 5 faith formation programs.
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. Coordinate the preparation, design and delivery of the First Reconciliation and First Communion sacramental program in collaboration with the pastor.
4. Act as primary coordinator of the one-week summer faith formation program (typically in June).
5. Utilize approved/recommended diocesan curriculum standards and resources.
6. Effectively and consistently communicate all relevant information to children, parents and guardians and the larger parish community; foster community and involvement in parish life with public school, parish school and homeschool families.
7. 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.
8. 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.
9. Attend regular staff meetings and participate in planning meetings with director of faith formation; works in close collaboration with director of faith formation in building and fostering a continuum of formation and spiritual growth for children and youth.
10. 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, staff, parish leaders and parents to seek input as appropriate.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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
4. Equivalent combination of education and experience
5. Experience with coordinating a group of volunteers
6. Demonstrated ability to effectively utilize MS Office productivity software and communication tools
7. Must complete online Safe Environment training

LANGUAGE SKILLS

Strong interpersonal communication and relationship building skills. Keen attention to detail.

OTHER EXPERIENCE/SKILLS

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

CERTIFICATES, LICENSES

Valid driver's license

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

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. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Travel is expected for diocesan training and formation. Weekend and evening work is required.