

Our Lady of Guadalupe Mission
(Misión Nuestra Señora De Guadalupe)

12896 C.R.512 P.O, Box 9, Telloneze, FL 32948

Phone: (772) 571-9875

Position Title: Faith Formation Coordinator

Reports to: Parochial Vicar of St Sebastian With Special Care of Our Lady of Guadalupe Mission in Fellsmere

Overall Responsibilities: To provide catechetical instruction and faith formation for the families and members of Our Lady of Guadalupe Mission

Essential Duties and Responsibilities:

- * Ongoing recruitment, formation and support of catechists and aides
- * Planning the calendar year for the religious education ministry
- * Select curriculum resources for the faith formation program that contribute to developing the parish mission
- * Oversee sacramental prep; Baptism, First Eucharist/Reconciliation & Confirmation
- * Coordinate and facilitate parental meetings for Sacramental preparation
- * Promotion & oversight of RCIA, RCIC and RICA; adult faith formation classes
- * Organize vacation bible school & Quinceañeras classes
- * Manage the annual religious education budget
- * Accurately maintain required diocesan records for the faith formation programs
- * Attend trainings and workshops available through the diocese
- * Schedule programs as per requirements of the diocesan Office of Safe Environments
- * Become familiar with the mission organizations and groups
- * Adhere to diocese of Palm Beach code of conduct, with emphasis on confidentiality and the ability to exercise discretion and good judgment
- * Occasional office assistant work; answering phones, taking messages, etc.
- * Other duties assigned by the Parochial Vicar of St Sebastian with special care of Our Lady of Guadalupe Mission in Fellsmere

Qualifications:

- * Holds a Masters/Bachelor's degree in religious education/theology OR
- * At least five years experience as a Faith Formation Coordinator
- * Knowledge and understanding of the teachings of the Roman Catholic Church, its operational procedures & mission record keeping operations
- * Leadership and teaching experience

- * Fluent English/Spanish: excellent written, verbal, public speaking skills in both
- * Proficient computer/internet skills and Formation Office Management programs: MS Office (Word, Excel, PowerPoint, Outlook)
- * Ability to recruit and motivate volunteers for programs
- * Establish good communication with all mission organizations, adults & children
- * Ability to communicate well with the Pastor and Parochial Vicars
- * Ability to work effectively with Pastoral Ministers, diocesan employees, staff, volunteers, representatives of other agencies and the general public
- * Ability to recognize & respond to the educational/catechetical needs of a multi-cultural Mission
- * Exercise discretion, respect, confidentiality, & responsible judgment
- * Strong ability to organize, prioritize, multi-task, & work independently
- * Possesses ethical values, interpersonal & critical thinking skills and is self-motivated

Physical Requirements:

- * Time spent working closely with others
- * Frequent extended periods of sitting
- * Occasional periods of walking, standing, kneeling and climbing
- * Frequent use of both hands, fingers (typing, filing, etc.)
- * Routine hearing is necessary; communication in the form of conversation is essential
- * Frequent light lifting and carrying (less than 15 pounds)
- * Occasional moderate lifting and carrying (15-44 pounds)

This position requires evenings and weekend hours

Salary is commensurate with education and experience

To apply, send your resume, with references and a cover letter to:

Fr. Sabas N. Mallya, ALCP/OSS (To either address)

padre@olgmission.com

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