



POSITION TITLE: COORDINATOR OF CHILDREN'S MINISTRY

REPORTS TO: Director of Discipleship

FLSA STATUS: Non-Exempt

CLASSIFICATION: Part-Time

BROAD STATEMENT OF RESPONSIBILITIES

The Coordinator of Children's Ministry, in collaboration with the Director of Discipleship, Pastor and Ministry Staff facilitates religious education for elementary students in kindergarten through sixth grades. Specifically, the Coordinator supports elementary students and families, and coordinates ministry catechists and volunteers on class nights and supports homeschooling families. The Coordinator coordinates preparation for First Reconciliation and First Communion for second graders.

SPECIFIC RESPONSIBILITIES

- Collaborates with Director of Discipleship in selecting curricula, calendaring, and lesson planning.
- Assists with registration process, plans resource needs (space, time, materials, staff, texts, and calendaring).
- Coordinates First Eucharist and First Reconciliation programs for second graders by placing special emphasis on parent involvement and creating lasting memories through experiential events focused on building Disciples of Christ.
- Organizes and oversees program classes, homeschooling program, and children's ministry events.
- Coordinates summer Vacation Bible School program.
- Facilitates communication and positive relationships while implementing appreciation, support, and motivation techniques.
- Recruits, trains, and supervises catechists for elementary programming to ensure safe environment standards are met for all program catechists and volunteers.
- Encourages catechists to keep up diocesan certifications. Documents and submits certifications as needed.
- Pursues further training and professional development; renews Catechist Certification regularly.
- Works within the budget allocated for the operation of programs; consults with Director of Discipleship in budget maintenance, future planning, and program adjustments.

QUALIFICATIONS

Required

- Active and confirmed practicing Roman Catholic in good standing with the Church.
- Possesses appropriate self-knowledge, ability to share the Catholic faith in a developmentally appropriate manner and with both children and adults (parents and volunteers).
- Certified in "Protecting God's Children" and conforms to the Diocesan "Standards of Ministerial Behavior."

- Organized, outgoing, responsible person who possess strong administrative, communication, volunteer management, financial management/budgeting, administration, and problem-solving skills with professionalism.
- Strong interpersonal skills and the ability to understand and meet children within their unique life stage and faith journey.
- Demonstrates strong collaborative skills working in a staff/team environment.
- Ability to maintain confidentiality regarding persons and data within and outside parish office.
- Attend monthly staff meetings.
- Other responsibilities as needed.
- Valid Michigan Driver's License.

Desired

- Diocesan Certification in Catechesis, basic understanding of Catholic Beliefs, Liturgy and Church Sacramental Policies and/or Certificate in Children's Ministry, B.A. in Theology, Catechetics, Evangelization, Pastoral Ministry, or related field.
- Experience in children's ministry within a parish setting and/or experience as a Catechist.
- Familiarity with technology including Microsoft Word, Excel, PowerPoint, and social media.

Interested candidates should submit a cover letter, resume, and list of references to:

Holy Family Catholic Parish

Attn: Kevin Singer, Business Manager

9669 Kraft Ave SE

Caledonia, MI 49316

or by email to ksinger@holyfamilyscaledonia.org