



Church of Saint Peter

United and inspired by the Holy Trinity, we are disciples guiding disciples.

Position Description

- I. Position Title:** Faith Formation Coordinator **Date:** April 18, 2023
- A. Hours:** 40 hours per week August through April and week of summer events, 20 hours per week May through July.
 - B. Benefits:** Full Benefits
 - C. FLSA Status:** Non-Exempt
 - D. Reports to:** Business Manager
 - E. Direct Reports:** None
 - F. Receives Work Direction From:** Pastor
 - G. Provides Work Direction To:** Catechists, Custodian, Parish Administrative Assistant and Volunteers
 - H. Resource Person For:** Staff, Parishioners & Volunteers
- II. Primary Purpose of this Position**
The Faith Formation Coordinator coordinates and directs the youth faith formation programs from preschool through 6th grade for the parish and Area Faith Community.
- III. Church Employment Responsibilities**
* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church and the Diocese of New Ulm. Their public behavior must not violate the faith, morals, or laws of the Church, such that can embarrass the Church or give rise to scandal. It is required that the employee filling this position be an active, practicing Catholic in full communion with the Roman Catholic Church.
- IV. Representative Responsibilities**
*BE PRESENT WHERE NEEDED, READY TO WORK AS NEEDED TO MEET RESPONSIBILITIES. Includes recognizing when situations require more effort, putting in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring all is ready and taken care of.
*HELP CREATE A PRODUCTIVE AND HARMONIOUS WORK ENVIRONMENT. Promote good morale, adequate communication, and cooperative teamwork.
- **Religious Education/Sacramental Preparation (included but not limited to)**
 - *Develop of a climate for growth in faith, community, and respect.
 - *Provide faith-forming prayer experiences with adults, teachers, students, and their parents, and seeks to integrate the Faith Formation programs into the total parish community.
 - *Provide resources for staff faith development and aids the pastor in implementation.
 - *Reports and recommends activities to the Area Faith Community Pastoral Council to assure that the goals and objectives that serve the Area Faith Community Mission are addressed.
 - *Organize with Pastor and staff, adult faith formation opportunities for parishioners through various activities, programs, or events, for adult faith formation and enrichment.

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- *Provide in-service and growth in faith experiences for catechists and other appropriate personnel.
- *Take responsibility for volunteer Faith Formation personnel through recruitment of teams, catechists, and volunteers, aiding in catechist goal setting, and modeling best teaching practices.
- *Prepare the yearly calendar for youth faith formation with other faith formation personnel and pastor, consulting the school calendars of the school districts of the area, especially St. Peter and Nicollet.
- *Coordinates the registration and payment of tuition/fees of the various formation programs.
- *Provide curriculum in line with Church teaching and review programs for conformity to the Catechism of the Catholic Church and Diocesan standards.
- *Coordinate the Sunday School program by reviewing curriculum, recruit volunteers, and communication with parents
- *Coordinate preparation for the Sacraments of First Reconciliation & First Eucharist with the John Ireland Second Grade Teacher and John Ireland School Principal; Collects and prepares the proper documents; Works with Liturgy, Music Directors, JIS Second Grade Teacher and Principal for coordination of the Celebration of these Sacraments. As part of this, review the curriculum, find team members for the Faith formation program, coordinate the Reconciliation and Communion centers, and aid in the liturgical aids for the celebration of the sacraments.
- *Coordinate the sessions for Summit Kids (3rd and 4th grade) and Roots (5th and 6th grade) through designing lesson plans, finding and communicating with team members and communication with parents.
- *Coordinates and communicates with the Pastor on Adult Faith Formation, including the kiosk, Formed.org, the Men's and women's groups.
- *Develop and protects a climate for growth in faith and the Catholic Christian teachings and values in keeping with the Diocesan Safe Environment Program.
- *Provide means of communications about the programs to parents, parishioners and the civic community through bulletin and mailings.
- * Maintain church social media includes but limited to website, facebook, emails (mailchip) and calendar(google).
- *Cooperate with Diocesan Director of Religious Education.
- *Oversee registration procedures and collection of fees.
- *Aid in preparing Faith Formation fundraising events.
- *Help with Parish Self Study
- *Take responsibility to seek personal and professional growth through Diocesan involvement and continuing education and retreats as needed.
- *Keep the pastor informed.
- *Follow Personnel Policies and Procedures Manual.
- *Prepare and maintain your portion of the budget working with Pastor and Business Manager on this
- * Aid pastor in developing of a climate for growth in faith, community, and respect.
- *Develop and protect a climate for growth in faith and the Catholic Christian teachings and values in keeping with the Diocesan Safe Environment Program.
- *Recommend resources for staff faith development and aids the pastor in implementation.
- *Maintain attendance logs and following up with those who are registered but not attending.

- **Computer Knowledge and Security**

- *Maintain effective and secure use of computer including knowledge of current scams
- *Use email address provided by the Church of St. Peter and use strong security passwords
- *Use parish computer when working on parish related items
- *Save and store all work related documents, pictures, and emails on only parish computers

Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the pastor.

The responsibilities preceded by “*” are essential functions of this position.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required for the position. **More detailed listings of duties and tasks are outlined in supplemental documents.**

V. POSITION QUALIFICATIONS

- Successfully complete standard Diocesan background checks and motor vehicle checks.
- Successfully complete VIRTUS training and maintain all Safe Environment Requirements of the Diocese of New Ulm and The Church of St. Peter
- Have practical experience in teaching.
- Have practical and appropriate educational experiences.
- Demonstrate evidence of good organization and communication skills.
- Have, or be willing to develop proficiency in technology skills.
- Possess good people and relation skills.
- Have a current driver’s license and insurance to meet Catholic Mutual requirements.

VI. MENTAL DEMANDS

- Be knowledgeable and supportive of the Church of St. Peter Mission and Philosophy
- Be active, knowledgeable and supportive of the Catholic Faith and witness this to the community
- Works effectively and collegially with others.
- Works well with others maintaining a positive and helpful attitude even in chaotic times.
- Makes decisions in a timely manner.
- Works without supervision and discerns when supervision is needed.
- Takes directions from the Pastor and effectively completely new programs, processes, and procedures as directed.
- Solves problems and deals with conflict and adversity.
- Takes directions from the Pastor and effectively completely new programs, processes, and procedures as directed.
- Prioritizes duties and tasks, and complete in timely manner.
- Keeps Pastor and others appropriately informed.
- Follow instructions and be able to complete tasks within appropriate timelines.
- Plans, organizes, and meets deadlines.
- Deals with interruptions or concurrent activities.
- Recognizes and maintains confidentiality.
- Keep information confidential and have integrity and honesty.
- Communicates effectively with parishioners, staff, pastor, and community.

VII. PHYSICAL DEMANDS

- Work 19 hours a week, with flex time to meet parish needs.
- Physically perform the tasks as required for data entry.
- Speak, see, hear, and always respond appropriately to parishioners & staff.
- Move around for long periods of time.
- Stand or sit for long periods of time.
- Lift and carry up to 15 pounds, using proper lifting and carrying techniques.

VIII. Signatures

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as an organization's needs change, my job description will change.

Signature of Employee

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Signature of Employer

Date