

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St Patrick	POSITION STATUS: F/T
POSITION: Coordinator, Faith Formation	CATEGORY: Non-Exempt
SCHEDULE: May vary with activities	

SUPERVISOR: Director, Faith Formation

JOB SUMMARY: The bilingual Coordinator of Faith Formation partners with the Director of Faith Formation to assist with the smooth functioning of our office & programs, including Sacramental preparation and events. The Coordinator has primary responsibility for the Confirmation and Youth programs at the parish.

ESSENTIAL FUNCTIONS: The Faith Formation coordinator provides office and ministry support to the Faith Formation program as it relates to formal catechesis and faith based programs for children, youth & families.

1. Communication:

- Represent the department and the Parish in a positive, professional and helpful manner.
- Provide general program information in a timely manner to callers, visitors and volunteers.
- Coordinate timely distribution of parent and Catechist communications, including written or phone options, (Individual calls or One Call Now).
- Demonstrate effective communication skills for efficient office environment.
- Provide written and verbal translation assistance, as needed.
- Keeps the parish faith community informed of the youth ministry activities and goals.
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2. Administration:

- Keep office, classrooms and supplies/materials in good order. Demonstrate good stewardship of parish resources.
 - a. Registration and Tuition Records**
 - Register new families in ParishSoft database. Ensure complete information is obtained and accurately maintained.
 - Create tuition database immediately as part of the enrollment process.
 - Responsible handling of incoming cash and checks.
 - b. Safe Environment**
 - Ensure safe environment practices during and after classes and activities.
 - As directed, hand out required materials to potential volunteers
 - Organize and distribute all jr high and high school materials for Circle of Grace training in a timely manner.
 - c. Sacrament documentation:**
 - Track required Confirmation norms, as completed by each student, and participate in pre & post interviews.
- Maintain necessary office and program records, including a log of activities and time.
- Sets annual goals and objectives for each Junior/Senior High program as requested.
- By the 1st Friday of the month, submit monthly report to the DRE detailing progress and goals.

3. Program Support:

- Creates and develops Jr High and High School programs and provide for its enrichment.
- Plan, coordinate and present at parent meetings and sacramental retreats.
- Develop the kind of relationships with parents that are encouraging of family growth and active faith practices within our community.
- Plan, coordinate and implement activities for children/youth to create relationship with Jesus through experiences, (examples include Vacation Bible School, activities during Liturgical seasons and works of charity).
- Assist in building bridges with all parishioners and cultures.
- Determine effective means for publicizing and promoting programs, experiences.
- Support Vocation efforts and assists in the liturgical celebrations for children and youth.
- Help to recruit and retain responsible volunteers in support of our programs.
- Develops leadership skills in youth and young adults.
- Develops a network for reaching out to youth, particularly to the alienated.

4. Miscellaneous

- Parish Facilities
 - Secure parish facilities and resources after use.
 - Help to oversee proper use and maintenance of the rooms.
 - Communicate with Parish staff, as needed.
- Ensure personal growth through attendance at diocesan, regional and national conferences, regular reading and membership in youth associations.
- Keep DRE informed on all matters needing her attention.
- Perform other tasks as will be assigned by the DRE.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s Degree or work experience in related field. Familiarity with the USCCB document “Renewing the Vision: A Framework for Catholic Youth Ministry.”

Experience: Active involvement with Parish ministries; proven ability to work in collaboration with others, including effective collaboration and communication.

Skills / Knowledge: Proficient in both, English & Spanish language skills; ability to work in Microsoft Word and Excel; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE