

Diocese of Sacramento JOB DESCRIPTION

PARISH: St. Ignatius Loyola	POSITION STATUS: Part Time
POSITION: Coordinator of Children's Faith Formation	CATEGORY: Non-Exempt
HOURLY PAYRATE: \$22.50	
SCHEDULE: Sunday-Thursday, 20-25 hours a week	

SUPERVISOR: Pastor

JOB SUMMARY: The Coordinator of Faith Formation for Children is responsible for all parish Religious Education Programs for children K through 8th grade, Sacrament preparation, Jr. High Confirmation and Children's Liturgy of the Word. In addition, the coordinator serves as parish liaison to the St. Ignatius Primary School for the Sacraments of First Eucharist and Confirmation.

ESSENTIAL FUNCTIONS:

RELIGIOUS EDUCATION PROGRAM FOR CHILDREN KINDERGARTEN THROUGH JUNIOR HIGH

1. Plan and implement curriculum and manage books and supplies
2. Set-up annual calendars & registration for all programs
3. Manage parent communication
4. Plan and organize hospitality for Sunday sessions, additional special events throughout the year and whole family educational opportunities
5. Plan and organize liturgical Rites for the Sacraments
6. Plan and implement a parent orientation meeting for all RE Parents
7. Coordinate and implement the "Circle of Grace" a Diocesan Program
8. Prepare and send all information that needs to be included in the Parish Bulletin, on the website and in announcements regarding RE to the Communications Director and Liturgy Director
9. Coordinate and work in collaboration with the Liturgy Director and other Staff members on Liturgical Rites and special activities.
10. Plan and organize Children's Liturgy of the Word
11. Direct and supervise all catechists and a part-time student coordinator
12. Manage all programming related to Jr. High Confirmation including Liturgical Celebrations of the sacraments (Rite of Presentation, Reconciliation services, Retreat, Confirmation Celebration and Reception)
13. Manage Order of Christian Initiation for Children (OCIC) program

VOLUNTEER MANAGEMENT

1. **Recruiting** - identify and invite new members to actively participate in Religious Education programs
2. **Placement** - match volunteers and recruits with available ministries that best utilize the gifts and talents and needs of both the volunteers and those enrolled in the various programs
3. **Mentoring** - provide support and guidance to catechists, parents, children and volunteers who have questions or need to solve problems related to the RE program
4. **Motivating** - empower volunteers to grow in faith and service
5. **Training** - provide education for volunteers in specific areas for growth and enrichment and assist catechists in obtaining certification
6. **Evaluation** - assess volunteer performance and satisfaction
7. **Volunteer Requirements** – ensure all volunteers have Livescan fingerprinting on file, have up-to-date Safe Environment training and volunteer waiver forms on file
8. **Safe Environment Program** – works in collaboration with the Diocesan personnel, to submit an annual report after completing the Circle of Grace

ADMINISTRATION

1. Collaborate and communicate effectively with persons and Agencies within a parish structure
2. Ability to apply appropriate managerial principles and administrative skills to the coordination of a parish program
3. Be computer literate
4. Competency in financial management
5. Maintain yearly budget for the RE programs and submit expenses and income to the bookkeeper
6. Schedule required rooms and facilities and coordinate set-up with maintenance
7. Keep accurate records of all RE programs
8. Oversee creation of certificates for sacraments

ACCOUNTABILITY

1. Have flexible office hours, must be present in office at least three times a week and on Sundays
2. Report directly to the Pastor and as necessary to Business Manager
3. Supervise catechists, and all volunteers under RE Ministries
4. Report activities to the Pastor and Parish staff

BENEFITS:

SICK LEAVE - hours accrued per Diocesan yearly scale

FLEXIBLE work shifts during busy Liturgical Seasons

HOLIDAY AND VACATION - hours accrued per Diocesan yearly scale

MINIMUM QUALIFICATIONS:

Education: High school diploma; Bachelor's Degree in related field preferred

Experience: Three to five years of related work experience in a Catholic parish; proven ability to work in collaboration with other delegating and supervising tasks.

Skills/Knowledge: Must be proficient in using technology, including Microsoft Office, ability to master new technologies, good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct 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

Date

Fr. Tom Lucas, S.J. / Pastor

Date