

Diocese of Sacramento JOB DESCRIPTION

PARISH:	SS. Peter & Paul Parish
POSITION:	Coordinator of Faith Formation, Grades 1st – 6th & First Communion
CLASSIFICATION:	Non-Exempt
SCHEDULE:	35 hours per week
Pay:	\$ 25 hour

SUPERVISOR: Pastor

JOB SUMMARY: The Coordinator of Faith Formation, Grades 1st – 6th & First Communion is responsible for organizing and developing the faith formation programming for children in 1st through 6th grade and their families, as well as First Communion preparation. The coordinator will also be responsible for facilitating and overseeing Vacation Bible School (VBS).

ESSENTIAL FUNCTION:

Youth and Family Faith Programming

- Customizes and implements a family focused faith formation program.
- Works to build and foster a continuum of formation and spiritual growth for children and parents after the reception of sacraments.
- Coordinates and participates in the selection of catechetical texts and materials.

Sacrament Preparation

- Customizes and implements a family focused sacrament preparation formation program.
- Coordinates the preparation of materials and instructional sessions for First Reconciliation and First Communion.
- Coordinates parent formation and sacramental meetings.
- Plans and prepares for retreat experiences for those celebrating First Communion.
- Plans and prepares for the celebration of the Sacraments of Reconciliation and First Communion.
- Responsible for recording the sacraments of First Reconciliation and First Communion in both the parish registry and the parish database (PDS) as required.

Volunteer Recruitment & Management

- Recruits, trains and supports catechists to serve as volunteer catechists and catechist assistants.
- Recruits, trains and supports volunteers to serve in roles that support our varied activities and programming.
- Maintains communication with catechists/volunteers related to program content, structure, and needs.

- Assists catechists to know, understand and fulfill Diocesan Catechist Certification requirements by communicating various opportunities, courses and experiences that are available for personal and spiritual enrichment.
- Maintains Safe Haven/Live Scan requirements for all volunteer catechists.

Administrative Duties

- Coordinates and collaborates with fellow Faith Formation staff members in overseeing the general faith formation administrative responsibilities, record keeping, maintaining data bases, purchasing, scheduling, communication, bulletin announcement, volunteer recruitment, and website.
- Coordinates and collaborates with fellow Faith Formation staff members to monitor and evaluate the use of funds for Faith Formation programs.
- Submits an annual budget to Finance Council. Identifies potential budget needs and requests funds for the program.
- Attends area diocesan meetings and update workshops for coordinators.
- Responsible for facilities while sessions are held (doors, light, air/heat, etc.)
- Schedules and adjusts program components (space, time, materials, etc.) as needed.
- Obtains resources (AV, parish, library, textbooks, and liturgy materials) which complement the Faith Formation efforts of the parish.
- Maintain classroom environment to include liturgical environment change.

Registration

- Serves as the registrar for the Faith Formation registration process for first (1) through twelfth (12) grade and VBS: maintaining data bases, promoting students in database, producing reports, producing registration forms, producing mailing labels, organizing large mailing, and registering students through the registration process.

Vacation Bible School

- In collaboration with the Coordinator of High School Youth Ministry & Confirmation, co-coordinates the annual Vacation Bible School Week. This includes evaluating and ordering VBS curriculum, registrations, overseeing budget and expenditures, ordering/purchasing needed supplies, planning logistical needs, volunteer recruitment and training, and overall supervision of participants and volunteers during the actual week of VBS.

Family / Parish Wide Engagement

- Works with Coordinator of Liturgy to promote altar serving opportunities.
- Promotes and fosters opportunities for the Domestic Church.
- Communicates with participants, parents, and parish-at-large to keep them informed of faith formation efforts and activities.

Role Related Values & Skills

- Listens to and serves parishioners, especially Faith Formation families in a hospitable and caring environment.
- Cultivates and maintains relationships with SSPP staff, clergy, and parishioners.
- Honors confidentiality of all private information.
- Maintains a professional work area.
- Participates in parish staff meetings and/or staff retreats.
- Be an effective team member of the staff and work cooperatively with other staff members.

Other

- Commitment to personal and professional growth.
- Other duties as assigned by Pastor.

MINIMUM QUALIFICATIONS:

Education & Experience

- High School Diploma or equivalent and one of the following:
 - No college degree or BA/BS in unrelated field with twenty-four (24) semester credits in Theology and Catechetics and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
 - BA in Theology / Religious Education or a related field and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
 - BA/BS in Education with twenty-four (24) semester credits in Theology and Catechetics and Scripture.
 - Minimum of three years teaching experience in a Catholic school or equivalent and one year of administrative experience (paid or volunteer).

Skills / Knowledge

- Previous experience in faith formation required
- Strong working knowledge of Catholic Church and Catholic teaching
- Good knowledge of the Sacraments of Reconciliation and Eucharist
- Excellent organizational skills
- Working knowledge of Microsoft Office, Word, Excel and Power Point
- Ability to work as a team and independently
- Ability to galvanize and support a large group of volunteers
- Ability to relate and communicate clearly with parents and their children

Physical Demands

- While performing the duties of this job, the employee is required to stand, walk, and sit.
- The employee must be able to lift and/or move objects up to 25 pounds.

COMPENSATION & BENEFITS:

Standard 35 hour Week, Retreats, & Required Activities

- This position requires evening and weekend work.
- Benefits include paid vacation and holiday time, sick pay, bereavement time, medical, dental, vision, long-term disability insurance, and retirement benefits.
- Non-exempt employees may be required to work additional and over-time hours when operating requirements or other needs of SS. Peter & Paul Parish cannot be fulfilled during regular scheduled working hours on site. Non-exempt employees will be paid in accordance with California State Law and in accordance with any policies as outlined by the Sacramento Diocese.

I acknowledge receipt and understanding of responsibilities and policies as outlined above.

Signature _____

Date _____