

Coordinator of Faith Formation: 1-8 & Families
Job-Ministry Description

Job Title: Coordinator of Faith Foundations

Full time
Reports to Pastor

Job Summary:

The Coordinator of Faith Foundations is responsible for facilitating the religious education needs of elementary and middle school students (1-8), as well as faith practices in all parish households and families.

Duties and Responsibilities:

General

- Cooperates with the parish LoSEC to ensure that catechists and any program volunteers meet safe environment requirements as laid out by the Diocesan Office of Safe Environment.
- Collaborates with the School Principal in the usage of classroom space.
- Supervises the maintenance of records (excluding data entry in sacramental books) for children involved in the elementary and middle school program, and those receiving sacraments (i.e., First Reconciliation and First Communion).
- Participate in regular parish staff meetings.
- Participate in professional development opportunities on an annual basis.
- Any other duties assigned by the pastor, within the broad scope of religious education and disciple formation.
- Prepare and monitor (in collaboration with the Business Administrator) the portion of the parish budget specific to the program's needs

Catechists and Program Volunteers

- Recruits, screens, trains, and enriches catechists and volunteers.
- Provides scheduling of training through the Diocese and in the area.
- Supervises all volunteers for the elementary and middle school program.
- Meets regularly with catechists to evaluate how the year is going for them. Makes suggestions for improvement, reminders of procedures and goes into the classroom to observe classes -- Provides opportunities (in-services, retreats, etc.) for catechists to be enriched in their spiritual journey
- Maintains a schedule for catechists/volunteers (and substitutes)
- Available to catechists before, during and after classes.
- Orders and maintains inventory of faith formation materials and supplies for the elementary and middle school program.
- Have all materials ready for catechists/volunteers when they arrive for classes.
- Teach if necessary for a sick catechist.
- Coordinate and oversee the Sunday Children's Liturgy of the Word program, including content and volunteers

Grades 1-8

- Chooses curriculum for Grades 1-8 in alignment with the St. Mary Catholic Schools religious education classes per grade level, and in alignment with diocesan standards.
- Supervises all classes, students, and classrooms in Grades 1-8
- Oversees supervision of children when on parish grounds during scheduled program times
- Manages student behavior and involves parents and the pastor as necessary.
- Organize on-site parish-oriented service opportunities for Grades 7 & 8

Families and All Households

- Provide family-oriented faith formation opportunities
- Assist the pastor and families assess the level of faith practice in the home through an annual parish-wide time of reflection and retreat
- Prepare seasonal packets of faith activities and practices to do in the home as a family
- Collaborate with the Pastoral Associate and Evangelization Coordinator to assist the homebound and those in nursing homes in how to practice the faith in their particular circumstances
- Provide for ongoing formation opportunities for Catholic parents in how to be Catholic parents

Sacramental Preparation

- Invites all who are eligible to receive the sacraments, especially those who might be “behind” and adults who are missing some sacraments of initiation.
- Collaborates with St. Mary Catholic School teachers in the preparation of SMCS students for 1st Reconciliation and 1st Communion.
- Plans and conducts special occasions associated with the sacraments (e.g., Bread Sharing Weekend, rehearsals, parent meetings, parent-child meetings, and the occasions themselves)
- Collaborates with the pastor and worship coordinator in planning sacramental liturgies
- Evaluates student readiness to receive the sacraments, in consultation with the pastor
- Maintains a record of all sacraments received by students (apart from the sacramental register books)
- Maintains the schedule of sacraments
- Recruits volunteers for sacramental preparation
- Collaborates with the pastor to set policies regarding student/adult preparedness to receive a given sacrament

Nature of Supervision Received:

Works independently under the direction of the pastor, within authority limit and experience level.

Judgment Exercised/Decisions Made:

Decisions should be aligned with the parish’s vision, mission, and values. The Coordinator has the authority to make decisions, but the Pastor reserves the right and responsibility to review and adjust those decisions.

American and Disabilities Act:

Position requires ability to react in a timely manner to parishioner-family and overall parish demands, verbally converse with other individuals; move and lifts objects of 20 pounds; requires use of office equipment including telephone, personal computer, and use fax and copy machines.

Typical Working Conditions:

Typically, the work will be done on-site within the parish offices, school classrooms, and any other spaces that are needed.

Signature _____ Date _____