



ST. EDWARD THE CONFESSOR
CATHOLIC CHURCH + SAN FELIPE DE JESUS CHAPEL

Coordinator of Family Faith Formation Job Description

Parish Mission Statement: Our Mission is to spread the gospel of Christ through celebrating the sacraments, serving the poor, and evangelizing the world around us.

Position: Coordinator of Family Faith Formation

Position Objective: To provide educational and experiential opportunities for preschoolers, elementary school age children, and their parents to grow and develop in the Catholic Faith.

Status: Full-time

Supervisor: Director of Faith Formation

DUTIES AND ESSENTIAL FUNCTIONS

- Collaborates with the Director of Faith Formation to coordinate, plan, and implement Family Faith Formation programs and events:
 - Family Faith Formation Sunday Sessions for Preschool to 8th Grade
 - Sacrament preparation process for First Reconciliation and First Communion
 - RCIA process for children (FISH)
 - Children's Liturgy of the Word
 - Tiny Angels Preschool Program
 - Yearly Vacation Bible School
 - First Communion Retreats
 - First Communion Liturgies (and Rehearsals)
 - FISH Liturgy (and Rehearsal)
 - Other events for families and children
- Coordinates the parish Baptism preparation process for parents wishing to baptize their child: Serves as the initial point of contact (phone calls/emails); Processes registration forms; Creates and maintains Baptism lists; Recruits and trains

volunteers for the Baptism preparation team; Collaborates with the Director of Faith Formation to provide Baptism preparation classes for parents and godparents.

- Recruits, trains, and manages catechists and volunteers for the Family Faith Formation programs.
- Implements and maintains the registration process for the Family Faith Formation Program (registration forms, fees, attendance, records, etc.)
- Collaborates with the Diocese of Orange Office for Evangelization and Faith Formation concerning the Called and Gifted Catechetical Training Program.
- Maintains Safe Environment guidelines for Family Faith Formation volunteers.
- Develops a yearly calendar of all Family Faith Formation Program events and activities.
- Communicates regularly with parents regarding Family Faith Formation Programs.
- Completes the Diocese of Orange faith formation yearly census.
- Other duties as assigned by the Pastor or Director of Faith Formation

Skills and Competencies:

- Excellent written, oral communication, and customer service skills
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)
- Program Development Experience
- Volunteer Recruitment and Management Experience
- Knowledge of best practices for Catholic Family Faith Formation Programming
- Solid knowledge of Catholic Church teaching and the primary source documents of the Church
- Must clear background screen and Live Scan fingerprinting through Diocese of Orange
- Authorized to work in the United States

Requirements:

- Practicing Catholic in good standing with the Church.
- Bachelor's degree in Religious Studies/Theology/Pastoral Studies, or related field.
- Two full time years or 4-part time years of experience working in a Catholic parish, school, or Diocese with elementary age children.
- Excellent communication, collaboration, and time management skills.
- Master Catechist Certification preferred.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.