

Job description

Dioceses of Orange, St. Justin Martyr Roman Catholic Church

POSITION TITLE:	Children's Faith Formation Coordinator
JOB CLASSIFICATION:	Non-Exempt (Non-Benefit Eligible)
DEPARTMENT/PROGRAM:	Faith Formation
REPORTS TO:	Immediate supervisor - Director of Faith Formation.
SCHEDULE:	25 hours a week for the season of First Holy Communion Preparation 2024-2025 (August 2024– May 2025) Evenings, Wednesday and Friday a must and on occasions Saturdays
PAY RANGE:	\$18-22

Based on experience, education and qualifications.

JOB SUMMARY: Works closely with the Faith Formation Director to manage and execute the Children's Faith Formation Sacramental preparation for the First Holy Communion Year I & II for English and Spanish speaking families for elementary and middle school students grades 1-8. Coordinates the volunteers involved in the First Holy Communion Year I & II program including aides and catechists responsible for the teaching of the Sacrament of the Reconciliation and the Eucharist. The Children's Faith Formation Coordinator must ensure that all teachings taught are in accordance with the Catholic Faith. Ensures parents are well informed and involved in the preparation of their students.

RESPONSIBILITIES:

Primary duties and responsibilities include:

- Prepares the First Holy Communion Year I & II Class Syllabus that lists the weekly topics using the materials and books approved by the Pastor and Faith Formation Director.
- Meets regularly with First Holy Communion Catechists to address any concerns on topics and teaching methods.
- With the information obtained and provided by the Faith Formation Director, presents continued education opportunities, workshops, or spiritual growth to catechists.
- Keeps parents and all involved in the First Holy Communion program informed in a timely matter of all upcoming events, utilizing any and all communication methods available to the program such as the parish website, Evangelus, parish bulletin, or making flyers, posters, in-person meetings, phone calls, etc.

- Ensures all First Holy Communion students are taught the safe environment training, Growing with God, approved by the Diocese of Orange by trained catechists or presenters.
- With the Faith Formation Director and Safe Environment Coordinator ensure all Catechists, aides, and any volunteer (including volunteer parents) for First Holy Communion Year I & II are cleared to work with children and ensure that **anyone who does not meet the requirements by the first day of class is not allowed in the classroom or volunteer in any capacity until requirements are met.**
- Works closely with the catechists to ensure the students are meeting the necessary work, preparation, and interest in the program. With the help of the catechists, identify problems with students to establish early intervention with the parents to remedy any missing work, preparation, and/or interest.
- Monitors students' Mass and Class attendance, retreat attendance (or make-up retreats), and any other event where attendance is mandatory.
- Submits to the Faith Formation Director budget expenses to be approved.
- Meets regularly or at least once a month with the Faith Formation Director to present activities, calendar, lesson plan, retreats, etc. to be approved and submits periodic reports to the Director on the program progress.
- When required, attend any liturgy meetings for the preparation of First Reconciliation and the First Holy Communion Mass.
- With the Liturgy Coordinator, finalize the First Reconciliation Worship Aid that consists of reading(s), Examination of Conscience, and Act of Contrition.
- With the Liturgy Coordinator finalize the First Holy Communion Mass rehearsal and preparation for readings and all Liturgy Ministers.
- Be present on all First Holy Communion class days and related program events.
- Be available for parents/guardians who have any questions or need assistance regarding their students and the program.
- Ensure all classes are covered with Catechists and or aides and make any necessary preparations in case catechists or aides are no-shows.
- Ensure all rooms being used are open and properly set up for class to be held. At the end of the class, ensure all rooms used are properly closed, cleaned, and secured.
- Ensure all students are properly dropped off for class, picked up at the end of class, and/or released to proper adults.
- Plan and execute the First Holy Communion half-day retreat for students in Year I and Year II
- Plan and execute the Parents/Godparents half day retreat.
- With the Faith Formation Director plan and execute the Christmas Program for the Children's Faith Formation Program.

- With the Faith Formation Director plan and execute the Christmas and/or end-of-year appreciation dinner for the Children’s Faith Formation catechists and volunteers.
- Performs other duties as assigned.

QUALIFICATIONS:

- Practicing Catholic who models their faith in daily life.
- Bilingual, English and Spanish. Strong oral and written communication in English and Spanish and comfortable with public speaking in both languages.
- Timely completion of assignments and ability to prioritize
- High degree of commitment and adherence to deadlines
- Leadership and organizational skills to lead a large group of volunteers, catechists, and aides.
- Strict standard of confidentiality and ethics
- Computer competency with commonly used business applications (PowerPoint, Word, Excel, Email, Google-Docs).
- Basic Catechism Certification.

PREFERED:

- Master Catechist

EXPERIENCED:

- Two to three years’ experience working in Faith Formation in a parish setting.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard, AV and other office equipment. Close vision requirements apply due to the nature of computer work.

Typical Working Conditions:	Typical Office Environment and church
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, calculator, AV equipment, and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.