

## **JOB DESCRIPTION**

### Diocese of Orange St. Elizabeth Ann Seton Church

Approved By: Rev. Paul Trinh, Pastor  
Approved By: Jennifer Nguyen, Business Manager

**POSITION TITLE:** Children's Faith Formation Coordinator

**JOB CLASSIFICATION:** Part Time, Non-Exempt | Average of 28 hours per week

**DEPARTMENT:** Faith Formation

**REPORTS TO:** Pastor and Director of Faith Formation (DFF)

**PAY RANGE:** \$23.00 - \$27.00 per hour, depending upon experience.

**SUPERVISORY RESPONSIBILITY:** None

**INTERNAL/EXTERNAL CONTACTS:** Pastor, Parish Staff and volunteers, committee members, Diocesan offices, extended catholic community and external organizations.

**SUMMARY OVERVIEW:** Works closely with the Pastor and Director of Faith Formation to coordinate and administer children's catechetical programs, providing for the instructional and religious formational needs of children Kindergarten through 8th grade faith formation programs including: OCIA Adapted for Children, Children's Faith Formation, Sacramental Preparation. Performs follow-up reviews to ensure recommendations are implemented, and to further assist Pastor and Director of Faith Formation where needed.

#### **ESSENTIAL FUNCTIONS:**

Primary duties and responsibilities include:

1. Coordinate and deliver the Kindergarten through 8th grade faith formation programs: OCIA Adapted for Children, Elementary Faith Formation, Sacramental Preparation.
2. Coordinate the recruitment, training, scheduling, support and evaluation of catechists/volunteers for the children's faith formation program for the purpose of guiding children to grow in their knowledge of God and practice of the Catholic faith, in the celebration of sacraments and in age-appropriate development of their own spiritual lives.
3. Effectively and consistently communicate all relevant information to children, parents and guardians and the larger parish community; foster community and involvement in parish life.
4. Provide a safe environment for children to grow in their faith; comply with safe environment standards and ensure protocols are met for all catechists and volunteers.
5. Continue one's own formation in the church's mission of evangelization, catechesis and children's ministry through self-study, participation in diocesan meetings, workshops and retreats.
6. Attend regular staff meetings and participate in planning meetings with the DFF; works in close collaboration with the DFF in building and fostering a continuum of formation and spiritual growth for children and youth.

7. Performs other responsibilities and duties as assigned by supervisor or Pastor.

**QUALIFICATIONS & EXPERIENCE REQUIRED:**

- Must be living in full sacramental communion with the Catholic Church and be an active member of a Catholic community, attending mass regularly in order to express personal knowledge of the Catholic faith and commitment to Catholic ideals.
- Teaching experience in religious education or First Communion preparation.
- Competent in applying age-appropriate catechetical methods and basic program development as well as exhibit skills in interpersonal communication, collaborative ministry and public speaking.
- Creativity in designing or selecting curriculum, arts, music, re-enactments, planning fundraisers, projects, and/or fellowship events.
- Zeal for helping children and families foster a personal relationship with Jesus and teaching children about our Catholic Faith through the Holy Mass, prayers, adoration, devotions, etc.
- Effective leadership and motivational skills.
- Excellent oral and written communication skills.
- Collaborative/friendly work style with ability to project professionalism and sincerity.
- Possess strong organizational skills, capable of multitasking, self-starter, ability to work independently.
- Commitment to the mission of the Catholic Church.
- Must complete online Safe Environment training.
- Must complete Basic Certification/Master Catechesis within one year of hire.

**DESIRED:**

- High School Graduate or equivalent.
- 1-2 years post-secondary education preferred.
- 2 years of experience as a catechist in a Catholic parish or equivalent combination of education and experience.
- Experience with coordinating a group of volunteers.
- Demonstrated ability to effectively utilize MS Office and other communication tools.

**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 and other office equipment. Close vision requirements apply due to the nature of computer work.

<b>Typical Working Conditions:</b>	Office environment
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.

<b>Essential Physical Tasks:</b>	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 25 lbs.
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Qualified applicants please submit your resume to: Jennifer Nguyen ([jpnguyen@seasirvine.org](mailto:jpnguyen@seasirvine.org)) and Fr. Paul Trinh ([fr.paul.trinh@oc.rcbo.org](mailto:fr.paul.trinh@oc.rcbo.org))

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. Other related duties may be assigned and changed at any time.