

JOB DESCRIPTION

CORPUS CHRISTI CATHOLIC CHURCH ALISO VIEJO, CA

POSITION TITLE:	Children's Faith Formation Director
JOB CLASSIFICATION:	Exempt
DEPARTMENT/PROGRAM:	Faith Formation for Children
REPORTS TO:	Pastor
SCHEDULE/HOURS:	40 hours/week (including potential weekend work with retreats, gatherings, and classes)
PAY RANGE:	\$69,107 to \$76,000 Based on experience, education and qualifications.
SUPERVISORY RESPONSIBILITY:	Faith Formation Assistant

PRIMARY PURPOSE:

Responsible for developing programs, supervising catechists/teachers, and facilitating large group events to foster faith formation for families and their children, primarily elementary aged, including children who will be receiving their sacraments for the first time (e.g. First Reconciliation & First Holy Communion and those who have not received the initiating sacraments of Baptism, Confirmation & Eucharist).

Because all Corpus Christi Catholic Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

EDUCATION:

- Master Catechist Certification or higher; for those not certified, will at the minimum begin the process upon hiring
- Bachelor's degree in a related field is preferred but not required.

QUALIFICATIONS & EXPERIENCE:

- Fully initiated and practicing Catholic.
- Previous experience in children's formation as a catechist or aid.
- Experience in school and/or school administration welcomed but not required.
- Proper etiquette of communication and comportment with children, parents, and staff.
- Goes above and beyond to provide excellent service to the parishioners and their families.
- Basic catechist certification or will begin the process upon hiring.
- Ability to work collaboratively with others.
- Ability to honor and maintain confidentiality and ethics.
- Diocesan employment requirements must be met.
- Ability to work and respond with positive attitude under pressure.
- Timely completion of assignments and ability to prioritize.
- Extremely accurate, detail oriented, and quick learner.
- Effective oral and written communication, and problem-solving skills.
- Takes initiative to learn and develop oneself through ongoing formation to increase understanding of the Catholic faith and pastoral ministry; proactive and independent
- High degree of commitment and adherence to deadlines.
- Strong knowledge of computer-based programs including Word, Excel, Outlook, and familiarity with

social media outlets (e.g. Facebook, Instagram)

ESSENTIAL FUNCTIONS & SCOPE OF WORK:

Programs – Children's Faith Formation

- Ensure that the young people receive a full knowledge of the Catholic faith and participate fully and actively in liturgical and sacramental life of the Church.
- Design, promote, implement, and evaluate Children's Faith Formation programs and services
 - Faith Initiative Starts at Home (F.I.S.H.) - elementary level faith formation, kindergarten through fifth grades. F.I.S.H. is both a home school and weekly class program.
 - Sacrament Preparation Process (ie. Sacraments of Reconciliation and Eucharist) – develop and facilitate programs for sacraments, parent sessions, retreat experience for parents and children.
 - Order of Christian Initiation of Adults (O.C.I.A.) Adapted for Children – Sacramental Preparation program for children ages 7 through fifth grade.
 - Special Kids in Prayer and Sacraments (S.K.I.P.S.) – faith formation program for children with special needs, ages 6-12, 13-17
 - Children's Liturgy of the Word (C.L.O.W.) – Sunday Mass time program for children grades 1 - 5.
 - Vacation Bible School (V.B.S.) - Summer time program for children ages 4 through fifth grade
- Evaluate programs yearly, in conjunction with the pastor, to ensure effectiveness and monitor progress toward accomplishing goals that have been established.
- Coordinate or co-coordinate children's events such as Faith Family Fellowship and other formational opportunities.
- Form a genuine Christian community among families and their children.
- Train catechists, aides, lay presiders and volunteers for all Children's Faith Formation programs.
- Prepare weekly newsletter to support Children's Faith Formation families
 - Keeping parents and children informed of progress of the program
 - If necessary, progress reports sent to parents and children

Administrative

- Recruit, train, mentor and supervise volunteers for program offerings
- Create structures and policies that ensure smooth operations between catechists, parents, and students.
- Ensure that all faith formation volunteers are in compliance with Safe Environment requirements.
- Schedule, attend, and facilitate faith formation ministry team meetings (including ongoing formation programs SEEK, CYMC, in-services, etc.)
- Attend faith formation deanery meetings, staff meetings, and pastor 1:1 meetings
- Sets and maintains calendar of classes, training, activities and events
- Prepare all necessary materials for volunteers; evaluate materials
- Prepares and manages the Children's Faith Formation budget in collaboration with the Pastor, Business Manager, and Accountant
- Market programs to appropriate parish audiences
- Maintain communications with Diocesan Departments and other parishes for resources and assistance
- Respond to communications (ie. emails, phone calls, texts, voicemails, etc.) in a timely and hospitable manner from staff members, parishioners, and all associated with the program.

Miscellaneous

- Perform other work-related tasks as directed by the pastor.
- Solid understanding of Church teaching and doctrine.

Preferred:

- Church or non-profit experience
- Practicing Roman Catholic

Work Environment:

- The role primarily involves working within the church premises, including office spaces and classrooms.
- The position requires frequent interaction with children, parents, catechists, and other church staff.
- The work environment is dynamic and collaborative, often involving coordination with various parish ministries and volunteers.
- Flexibility in working hours is essential, as the role may include evening and weekend work to accommodate parish events and activities.
- Occasional travel may be required for attending diocesan meetings, training sessions, and other related events.

Physical Requirements:

- Ability to sit or stand for extended periods while conducting classes, meetings, and events.
- Frequent walking, standing, and moving around the parish campus to support programs and events.
- Occasional lifting and carrying of materials and equipment up to 25 pounds.
- Ability to move around the church premises and event locations as needed.
- Visual acuity to review detailed documents and materials.
- Manual dexterity to operate office equipment, including computers, printers, and other communication tools.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Ability to communicate effectively in person, over the phone, and through digital platforms.
- Capability to supervise and engage with children in various activities, requiring physical stamina and attentiveness.
- Must be able to coordinate the set up and dismantle of chairs, tables, and other equipment needed for parish activities as required, often move desks and chairs to change room layout to accommodate learning.