

JOB DESCRIPTION

Diocese of Orange - Saint Joseph Catholic Church - Placentia, CA

Date Prepared: 11/07/24	Prepared by: Den. Nick Sherg
Date Issued: 12/06/24	Approved By: Fr. Martin Vu
Date Revised: 03/27/25	Approved By: Fr. Martin Vu

Position Title: Children's Faith Formation Coordinator

Job Classification: Non-exempt, Part Time (up to 25 hours/week)

Department: Faith Formation

Reports to: Director of Evangelization

Pay Scale: \$20.00/hour to \$25.00/hour depending on experience.

Supervisory Responsibility: Oversee and direct volunteers as needed.

Summary Overview: The Children's Faith Formation Coordinator coordinates, oversees and/or participates in all aspects of Children's Faith Formation at the parish including faith formation for children who have completed first communion preparation (year 1 and 2) and OCIA (for children). This individual will develop program content for all Children programs, especially as it relates to Sacramental preparation, liturgy, evangelization, catechetical, and social activities, up to the 5th grade.

REQUIRED FUNCTIONS - Because all St. Joseph 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.

- Ability to facilitate experiences, events, and encounters with Jesus Christ.
- Upholds and supports the vision, values, and mission of St. Joseph Catholic Church and School.
- Planning and implementing Children Faith Formation programs including Sunday School, Eucharist Classes, Retreat Days, Children's Liturgy, OCIA (including school students up to 5th grade), and a summer enrichment program. Will actively engage parent participation in these programs.
- Evaluates the effectiveness of programs considering the principles and guidelines outlined in the National Directory for Catechesis.
- Oversees the recruitment, training, evaluation and support of adult volunteers, teachers, and ministers on a regular basis.
- Collaborates with the Parish Safe Environment Coordinator to ensure adherence to the Safe Environment Training and Diocesan Fingerprinting protocols of all program participants.
- Completes the yearly Diocesan Census.
- Updates Ministry Database
- Submits and maintains department budget under the direction of the Business Manager.
- Creates a consistent work schedule with defined hours
- Attends parish staff meetings, development days, and diocesan meetings as scheduled.
- Participates in parish events such as: Parish Missions, School Open House, Ministry Expo, and Parish Leadership gatherings.
- Promotes service opportunities through age-appropriate projects within the parish and the larger community.

- Assumes additional responsibilities and activities after mutual discussion and agreement with Pastor/Administrator, Parochial Vicar, Director of Evangelization, and/or Business Manager.

ESSENTIAL FUNCTIONS

- Compassionate, ethical, self-driven, strong work ethic, punctual, reliable, and professional manner with strong organizational, interpersonal, and communication skills.
- Creates a welcoming environment and maintains organization in program offices and storage areas.
- Ability to effectively communicate and promote parish ministries and events in a creative manner and with attention to detail.
- Maintain a strict level of confidentiality regarding parishioners, donors, and employees.
- Elevated level of enthusiasm and committed to creating a dynamic and spiritual environment.
- Proven ability to be a leader with a positive outlook and be results-motivated.
- Ability to identify and develop others into leadership roles.
- Ability to manage multiple projects strategically and efficiently.
- Strong problem-solving and ability to prioritize and multi-task.
- Willingness and ability to be flexible with varied hours to accommodate Parish events.

DESIRED FUNCTIONS

- Invest in the Spiritual, Intellectual, Human, and Pastoral growth pillars of the parish.
- Practicing Catholic deeply rooted in faith and discipleship.
- Continued personal faith and professional development through opportunities offered at the diocesan and parish levels.
- Advanced level of website and social media management.

PHYSICAL REQUIREMENTS & EQUIPMENT OPERATED

- Typical Working Conditions: Office environment, exposure to weather during outdoor events.
- Equipment Used: basic computer or laptop, keyboard, mouse, telephone, copier, scanner, paper shredder, and audio-visual devices.
- Essential Physical Tasks: Ability to sit at a desk for extended period with some walking, standing, bending, lifting 30 lbs.

QUALIFICATIONS AND EXPERIENCE

Required:

- Fully initiated and practicing Catholic
- At least 25 years of age.
- 2-5 years of parish children's faith formation experience at the parish level
- Excellent verbal/written/computer skills

Desired:

- Bachelors' degree
- Master Catechist Certificate preferred