Employment Opportunity – Our Lady of Grace Parish

POSITION: Catholic Faith Formation (CFF) Coordinator

JOB SUMMARY: Coordinates Religious Education and other religious education activities in the parish under the supervision of the Pastor or his designee.

ESSENTIAL FUNCTIONS: Organises & Maintains programs which meet the faith formation needs of various segments of the parish community under the guidance of the Pastor/designee.

1. Responsible for scheduling catechetical staff, Recruiting, maintaining and communicating lists of volunteers, and submitting schedules of Faith Formation activities for inclusion in the Master Calendar.

2. Schedules and adjusts program components including but not limited to: location for program, class times, and materials needed.

3. Prepares files on CFF students to include Baptism, Reconciliation, and First Eucharist certificates.

4. Coordinates CFF volunteers and prepares their schedule for the parish.

5. Works with designated OLG School staff and others on program components related to the sacramental preparation of Reconciliation, First Eucharist, and Confirmation.
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6. Presents a budget for the faith formation programs by the end of March.

7. Coordinates volunteer programs, including but not limited to CFF, Children’s Liturgy, and Vacation Bible School. Supervise volunteers as needed for parish projects and liturgical activities approved by and under the supervision of the Pastor/designee. Volunteer candidates for CFF and RCIA programs must be submitted to the Pastor for approval.

8. Responsible for opening and closing the church and set up for Masses or sessions relating to religious education programs.

9. Prepares attendance sign-in sheets for every grade, weekly. Information to include students’ name, time and name of person signing him/her in and out, and Mass attendance the previous Sunday. Enter information into database. Provide information to the Pastor as requested.

10. Responsible for diocesan requirements for volunteers working with children, including but not limited to fingerprinting; and compliance with safe environment audit.

11. Responsible for coordination of special liturgical celebrations pertaining to Religious Education.

12. Other duties may be required, as needed.