

JOB ANNOUNCEMENT

PARISH: Holy Spirit Parish, Sacramento

POSITION STATUS: 35 hrs/wk some nights and weekends

POSITION: Religious Education Coordinator

CATEGORY: Non-Exempt/hourly

SUPERVISOR: Parish Manager

JOB SUMMARY: Coordinates CFF Program and sacramental preparation for Holy Spirit School and religious activities in the parish under the supervision of the Parish Manager.

ESSENTIAL FUNCTIONS: Maintains CFF programs which meet the needs of various segments of the parish community under the guidance of the Pastor and Parish Manager

1. Responsible for scheduling catechetical volunteer staff, maintaining and communicating lists of volunteers, and submitting schedules of church 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. Coordinates volunteers and prepares the volunteer schedules for CFF programs and sacramental preparation for the school.
4. Works within the budget allocated for the operation of the various programs.
5. Coordinate volunteer programs. Supervise volunteers as needed for parish projects and liturgical activities approved by and under the supervision of the Parish Manager. Volunteer candidates for CFF programs must be submitted to Pastor for approval.
6. Responsible for opening and closing the church and set up for Masses or Communion services relating to religious education programs.
7. Coordinates Safe Environment program and maintains records tracking training and reporting.
8. Administrative duties answer phones, contribute to and edit bulletin, other duties as required.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent Experience: Three years teaching CFF or equivalent and one year administrative experience (paid or volunteer).