



Saint Clare Catholic Church
1950 Junction Blvd. Roseville, California 95747

POSITION: Coordinator of K-5th grade ministry

CATEGORY: Non-Exempt **RANGE:** Full Time, 40 Hours per Week

REPORTS TO: Pastor and Parish Director

SUPERVISOR: Parish Director

JOB SUMMARY: The Coordinator of Faith Formation for K-5th grade develops and directs a total parish program of faith formation for all K-5th grade children and their families. The coordinator recruits, trains and supports a large team of volunteers to teach and support multiple formation programs. Focus of the program is to form the parents and families as well as the children. The coordinator collaborates closely with staff and other ministries.

ESSENTIAL FUNCTIONS:

Catechetical

- Ensure all catechetical materials are approved by Diocese, Pastor, and Parish Director.
- Recruit, coordinate and supervise the formation and semi-annual training of all volunteer catechists and assistants. Volunteer catechists need to be approved by Pastor.
- Oversee the scheduling of all faith formation sessions, parent sessions, rehearsals, retreats, and seasonal activities to avoid conflicts with other parish/ministries schedules.
- Develop and implement parent catechetical sessions.
- Develop and oversee preparation for the sacraments of First Reconciliation and First Eucharist
- Catechize families (children and parents) to increase continued involvement in programs after reception of sacraments.

Collaborative

- Collaborate with parish staff and clergy in planning of liturgies for the liturgical year.
- Collaborates with the Coordinator of Jr. High & High Formation on the annual Vacation Bible School week (s).
- Collaborate with the RCIA team to ensure all K-5th grade students receive good preparation for sacraments.
- Co-coordinate bimonthly or monthly meetings of the Education Board (with 6-12th grade coordinator, RCIA team, Adult faith Formation Team, etc.)



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Administrative

- Prepare and monitor an annual budget in consultation with the parish administration in coordination with Coordinator of 6-12th grade Ministry.
- Coordinate and help plan parish activities and service opportunities related to K-5th grade.
- Cultivate volunteer ministers for leadership and continued catechesis.

- Collaborate with team maintaining all data in the Parishsoft program for K-5th grade students enrolled in programs.
- Maintain current records on all volunteer ministers including training and required screening.
- Ensure an evaluation process for students and families in collaboration with the Coordinator of 6-12th grade Faith Formation & Youth Ministry.
- Review and publish schedules for faith formation programs.
- Develop and follow a 1, 3 and 5 year plan for K-5th grade faith formation programs for children and families.
- Maintain library of current catechetical resources.
- Participates in at least 4 Diocesan/Regional on-going formation opportunities per year
- Supervise faith formation assistant with some hours of collaboration with 6-12th grade.

MINIMUM QUALIFICATIONS

Education:

- *BA in Pastoral Ministry, Catechesis or Theology or BA in a related field with advanced level training in pastoral ministry or catechesis and experience coordinating parish catechetical programs.*
- *Basic catechetical certification from the Diocese (Master Catechist preferred)*

Experience:

Four years of administrative experience in pastoral/parish ministry.