



JOB DESCRIPTION

HIRING

**CATHOLIC RELIGIOUS
EDUCATION COORDINATOR**

TRAVIS AIR FORCE BASE

1099
CONTRACT

FAIRFIELD, CA

Send your resume to info@sawyerglobal.com



SPECIFIC RESPONSIBILITIES: A. GOAL SETTING AND PLANNING:

1. Meet regularly with the Catholic Chaplain and/or Catholic Pastoral Coordinator to review overall formation goals for programs listed above.
2. Meet as needed with the Catholic Chaplain and/or Catholic Pastoral Coordinator to plan specific goals for special activities, liturgies and celebrations.
3. Participate with the AMS in on-going formation as coordinator, as well as staying informed of changes, programs and policies regarding faith formation in general.
4. Participation with the Diocese of Sacramento is encouraged.

B. ORGANIZATION:

1. Implement the policies set by the Catholic Chaplain and Pastoral Advisory Council.
2. Conduct timely registration of all program participants.
3. Schedule classes, meetings, special events, liturgies, etc. according to available facilities.
4. Organize and plan special liturgies, and/or prayer services together with the Catholic Pastoral Coordinator as needed.
5. Meet with the Catholic Pastoral Coordinator in the month of May to coordinate calendar activities with the St. Michael master calendar.
6. Coordinate program events with chapel staff by completing and submitting facility request forms to Catholic Chaplain, or his designee, for signature.
7. Coordinate with the Social Committee for receptions following Sacrament of Reconciliation, First Communion, and Confirmation Celebrations.
8. Prepare appropriate training for catechists and aides within the Children's Faith Formation Program throughout the year, on and off-site.
9. Coordinate with the Protestant Religious Education Coordinator for preparation and implementation of a Vacation Bible School (as applicable).

C. BUDGETING, ORDERING:

1. Work within the Faith Formation budget to order necessary books and supplies for catechists and program participants in a timely manner to include ordering curriculum for the upcoming year's programs in the month of May.
2. Complete and submit Funds Request forms to the Catholic Pastor, or his designee, for approval before submitting to the Account Manager.
3. Prepare budget for up-coming year to present to the budget committee as budget is prepared for a new fiscal year in the month of May.
4. Maintain inventory of materials on-hand to make accurate requests for additional materials each year.
5. Secure facilities and leaders for off-site retreats and outings/events using budget line items and fund requests in a timely manner.

D. CARE OF VOLUNTEER CATECHISTS:

1. Recruit volunteer catechists, facilitators, and aides as needed for implementation of overall Children's Faith Formation program.
2. Conduct orientation and training workshops for all volunteers and program participants and families at the beginning of each new catechetical year.
3. Make available to catechists and all volunteers training for certification as catechists through AMS.
4. Encourage advanced catechetical development for catechists, volunteers, and interested participants to continue to develop their personal faith and abilities to facilitate, guide and lead others on their faith journeys by attending workshops and adult formation opportunities here at St. Michael and within the Diocese of Sacramento.

D. CARE OF VOLUNTEER CATECHISTS:

1. Implement program for Toddler Formation, Children's Liturgy, kindergarten through 7th grade, Confirmation Preparation for Youth; Youth Group Program; Sacramental Preparation for Reconciliation and First Communion, Rite of Christian Initiation of Children and Confirmation to include a Confirmation Retreat.
2. Prepare publicity needed for the program including, but not limited to: bulletin/pulpit announcements, worship aids, program calendars, flyers, permission slips, etc.
3. Maintain accurate records of registration and attendance of all children's faith formation programs and submit numbers to a designated staff member on a monthly basis.
4. Provide First Communion, Confirmation and RCIC sacramental record information to Catholic Pastoral Coordinator for submittal to AMS as necessary.
5. Ensure updated registration information is available to the Chapel staff on the shared drive.
6. Update AMS records on-line of individual student progress in designated RE curriculum

F. MEETINGS:

1. Attend Chapel staff meetings, Senior Faith meetings, and off-sites.
2. Attend Parish Advisory Council meetings.
3. Attendance of quarterly Diocese of Sacramento cluster meetings is encouraged.

G. OTHER RESPONSIBILITIES:

1. Must be certified by the AMS within 90 days of beginning duties as the Catholic Children's Faith Formation Coordinator. Failure to do so will render this contract null and void.
2. Must attend on-going catechetical workshops and training to support and encourage the ability to remain current in the field of faith formation.
3. Must provide qualified substitute to fulfill all responsibilities in contractor's absence.
4. Must follow all DoD, USAF, and local regulations and policy, to include compliance with facility and information security requirements.
5. The contractor must submit and favorably pass the background check application according to Department of Defense Instruction (DoDI 1402.5), Criminal History Background Checks. Give this form to the Background Checks Security Manager for submittal.

H. WORKING HOURS:

The Children's Faith Formation Coordinator is responsible for a minimum of 15 hours per week in the office with a maximum of 20 hours as agreed upon by Catholic Chaplain. Pre-determined and publicized office hours must be maintained on a weekly basis; changes to office hours must be approved by the Catholic Chaplain. The Children's Faith Formation Coordinator position is paid for the months of October through May, August through September; i.e., the months of June and July require no services nor are paid.

EDUCATION AND EXPERIENCE REQUIREMENT.

The Catholic Children's Faith Formation Coordinator must:

- A. Have previous experience in a Catholic Faith Formation program as a catechist or program volunteer, Faith Formation Coordinator or Pastoral Assistant. Teaching background preferred.
- B. Have a minimum of a high school diploma and ability to obtain Archdiocese of the Military Service (AMS) certification within 90 days of employment.
- C. Must work well with others and respect individual growth, differences, and cultures – regardless of race, creed, education, age, religious beliefs, or color. Further be able to openly communicate with others – even when conflicts arise.
- D. Be knowledgeable about the practices and teachings of the Catholic faith and realizes the importance of building a Christian community.