

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Family & Faith Formation

POSITION: Coordinator for Family & Faith Formation

CATEGORY: Exempt – Full Time

SUPERVISOR: Director of Family & Faith Formation

JOB SUMMARY: The Coordinator for Family & Faith Formation is responsible for supporting the work of Parish Catechetical Leaders, and Hispanic Ministry Leaders of the Diocese of Sacramento. The coordinator acts as a liaison and collaborator to the Deans of the Solano, Yolo and City Deaneries. As a member of the OFFF team, they work on collaborative projects and large events sponsored by the department. They collaborate with other Diocesan departments, in particular the Office of Vocations, Social Concerns/Catholic Charities, Catholic Schools Department and the Office of Youth & Young Adult Ministry. The Office for Family & Faith Formation equips ministry leaders to accompany disciples of Jesus through discernment, formation, and accompaniment.

Specific responsibilities include:

Support of Parish Catechetical Leaders

- In collaboration with the other Coordinator for Family & Faith Formation:
 - Maintain the database of Parish Catechetical Leaders in Salesforce
 - Consult with Pastors and parish staff that want to start or improve their Faith Formation programs.
 - Assist Pastors and parish staffs in hiring Parish Catechetical Leaders and/or recruiting volunteer parish leadership.
 - Offer regular meetings to offer resources and support and build communities of support for Parish Catechetical Leaders
 - Act as an advocate for the needs and concerns of Parish catechetical Leaders to pastors, OYYA/OFFF, other Diocesan Departments and the Bishop.
 - Maintain a resource website (handbook) for Parish Catechetical Leaders on the Diocesan website, along with an easy way that people can connect to faith formation programs.

Support of Hispanic Ministry Leaders

- In collaboration with the Pastoral Hispana Committee:
 - Maintain the database of Hispanic Ministry Leaders in Salesforce
 - Consult with Pastors and parish staffs that want to start or improve their Hispanic Ministry programs.
 - Offer regular meetings to offer resources and support and build communities of support for Hispanic Ministry Leaders
 - Coordinate two Pastoral Hispana Lay Leadership Gatherings and two Hispanic Clergy Gatherings with the Clergy Formation Office per year.
 - Act as a resource and support to Parish-based Migrant Center Ministries
 - If needed, represent the Diocese with RECOSS and NCADDHM
 - Act as co-chair of the Pastoral Hispana Committee

Formation for Ministry Leaders

- In collaboration with the Assistant Director of Family & Faith Formation
 - promote and coordinate basic and specialized formation programs to the Hispanic Community
 - Offer at least two annual ongoing training opportunities for Parish catechetical leaders and a specialized training every two years.
 - Offer an annual retreat in for parish catechetical leaders and Hispanic ministry leaders.

Family & Faith Formation Team

- Work on large events sponsored or co-sponsored by the Office of Family & Faith Formation (e.g. Fired Up, Ministry Days, etc.)

Collaboration with Other Diocesan Departments

- Collaborate closely with the Office of Youth & Young Adult Ministry
- Collaborate with other Diocesan Departments as appropriate, especially the Office of Vocations, Catholic Schools Department and Social Concerns/Catholic Charities

Deanery Liaison

- Meet quarterly with Deans of Solano, Yolo, and City Deaneries
- Serve as a liaison and resource to the dean for OYYA/OFFF and other Diocesan Departments

Other Tasks and Responsibilities as Assigned by the Director

Qualifications:

- MA in Pastoral Ministry, Theology or a related field (or a BA with extensive training and experience)
- At least 5 years' experience with faith formation and/or Hispanic ministry at the parish and/or diocesan level.
- Experience working with leaders from diverse cultures and backgrounds
- Bilingual English and Spanish
- The ability to work nights and weekends

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