

## Diocese of Sacramento JOB DESCRIPTION

<b>PARISH:</b>	<b>St Rose of Lima</b>	<b>POSITION STATUS:</b>	<b>Part-Time</b>
<b>POSITION:</b>	<b>Family Faith Formation Coordinator</b>	<b>SCHEDULE:</b>	
<b>CATEGORY:</b>	<b>Non-Exempt</b>		

### **SUPERVISOR:**

**JOB SUMMARY:** The Coordinator of the Family Faith Formation catechesis program administrates (designs, develops, directs, teaches and evaluates) a catechetical program and provides leadership to assist St Rose parish community in building a solid foundation for family's spirituality, Christian living, ministry and outreach. Collaborate with other faith formation program coordinators to determine the appropriate formation based on family unique situations. Responsible for coordination of special liturgical celebrations.

**ESSENTIAL FUNCTIONS:** Develops and maintains programs which meet the needs of various segments of the parish community under the guidance of the pastor.

1. Designs catechetical programs which support lifelong learning into program planning.
  - Conducts needs assessments in the parish.
  - Integrates insights from current catechetical literature into program planning.
  - Develops goals, objectives, and strategies for the Family Faith Formation program.
  - Articulates a vision/direction for the parish catechetical program.
  - Pursues further education and professional development.
2. Develops a coordinated approach toward the growth of the Family Faith Formation catechesis program, i.e. faith development through catechesis on all levels.
  - Coordinate and oversee the planning of sacramental preparation of Reconciliation and Eucharist.
  - Volunteer Management, Recruitment, Training and maintaining of volunteer ministry.
  - Maintains relationship with pastor, other parish staff members, catechetical staff and Diocesan Office of Religious Education.
  - Develops individualized programs for parishioners with special religious education.
  - Collaborate with faith formation office assistant to ensure administration of family registrations and documentation is organized, maintained and placed in parishsoft.
3. Directs the implementation and on-going management of the Family Faith Formation catechesis program.
  - Adjusts program components (space, time, materials, human, and physical resources) as needed.
  - Creates and monitors a budget (income and revenue allocation) for the operation of programs.

4. Evaluates the Family Faith Formation program in the parish in relation to the mission, goals, and objectives created by Pastor.
- Conducts program evaluation at all levels (parish staff, catechetical staff, participants, parents).
  - Collates evaluation information and gives feedback to appropriate groups (Pastor, parish staff, program participants, etc.).
  - Meets with coordinators of programs to elicit further information regarding evaluation and future planning.
5. Other duties may be required, as needed.

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or equivalent

**Experience:** The Coordinator of Family Faith Formation is expected to have one or more of the following:

1. BA in Theology/Religious Education or a related field and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
2. The Coordinator of Religious Education is expected to have a minimum of three years of teaching experience in a Catholic church or equivalent and one year of administrative experience (paid or volunteer).
3. Courses (or equivalent experience) in theology and religious education are an asset as is a demonstrated ability in administration or program coordination.

**Skills / Knowledge:** Understanding of the Diocesan policy regarding the catechesis of children and sacramental preparation is essential. Coordination of Catechist Development; Communication; Building Collaborative Relationships; Administration. The Coordinator of Family Faith Formation program is expected to be a practicing Catholic.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE