

ORGANIZATION: Saint Mary's Catholic Church

FLSA: Exempt

Position Title: Coordinator of Christian Formation

Position Summary: The Coordinator of Christian Formation is responsible for the development and implementation of a comprehensive faith formation process which effectively shares the Gospel with the children of St. Mary's parish from Kindergarten thru 5th grade.

Employer's Title: The Coordinator of Christian Formation reports to the pastor.

Working Relationships: The Coordinator of Christian Formation works collaboratively with the parish staff, pastor, school staff, parents and lay leaders. The Coordinator may choose to create a Formation Team of lay members of the community to provide feedback and support for these efforts.

Major Duties:

The Coordinator of Christian Formation is responsible for planning, creating and implementing parish faith formation efforts focused on children from Kindergarten to 5th grade, and their families. The Coordinator is responsible for planning and implementing programs of Religious Education, as well as Sacramental Formation for First Reconciliation and First Eucharist.

Specific responsibilities: The Coordinator has the responsibility to:

- + Design and implement programs of Religious Education (K-5)
- + Design and implement the process of preparation for First Reconciliation and First Communion, and to coordinate the celebration of those sacraments with the pastor and Directors of Liturgy and Music.
- + Manage the sacramental record process for the parish. This would include working with each ministry area to ensure that all sacramental registers and the ParishSoft database are updated in a timely and accurate manner. This would include working with other ministers on baptismal, RCIA, confirmation, marriage and death records in addition to First Reconciliation and First Communion.
- + Coordinate the Children's Liturgy of the Word ministry on Sundays

- + Coordinate the parish nursery
- + Coordinate Vacation Bible School
- + Develop and plan programs for ongoing formation for parents of children involved in these programs
- + Provide opportunities for catechists and teachers to receive formation and training. Provide opportunities for parishioners to participate in these ministries as catechists, teachers, leaders and volunteers.
- + Collaborate with parishioners who receive a stipend to assist with certain formation programs
- + Collaborate with the Director of Communication to provide opportunities for parents to use social media/web pages to register for programs and receive regular updates
- + Collaborate with other staff members in multi-generational formation opportunities
- + Collaborate with the Director of Youth Minister and school staff on formation opportunities for students and youth, as directed by the pastor
- + Other duties as assigned by the pastor
- + Provide communication to families and parishioners thru timely submission of information to the bulletin and weekly emails
- + Attend the Newcomers Welcome sessions on scheduled Sunday afternoons
- + Review the accuracy of information on the parish calendar pertaining to events related to Faith Formation ministries

Appraisal:

The pastor shall establish and communicate in writing the standards of performance and work priorities for the employee and, every year thereafter, the pastor shall review and communicate in writing to the employee the employee's achievements for the prior period and any remedial measures that are needed. The pastor will communicate in writing any proposed adjustments in the job description or standards for appraisal.

Working Conditions:

This full-time position encompasses 35 hours per week. There are regular evening/weekend working days. Attendance at local, regional and diocesan meetings may necessitate time away for the office. The work schedule is established in coordination with the employee and can be adjusted through dialog with the pastor. The Coordinator will request the pastor's approval to attend in-service and training programs which might require the employee to be away from the office. The parish will provide adequate workspace. Expenses incurred for ministry (such as approved travel) will be reimbursed according to diocesan policy.

Academic and Work Experience:

The Coordinator ideally holds a bachelor's degree in theology, religious studies (or related field), and has a demonstrated history of effective ministerial experience in a Catholic parish or school setting.

KNOWLEDGE, SKILLS & QUALITIES:

The Coordinator should exhibit the following competencies:

- + Basic working knowledge of Church teaching and ministerial practice
- + Ability to work collaboratively with staff and lay leaders
- + Administrative skills (planning, personnel, leadership of volunteers, budget) + Computer proficiency to include (but not limited to) word processing and record keeping
- + Ability to communicate effectively
- + Ability to work under stressful circumstances
- + Creativity and effective implementation of new ideas

The Coordinator must be a Catholic in good standing, and adhere to Catholic teaching in the performance of ministry.

Salary and Benefits: salary and benefits follow the policies of the Diocese of Richmond.

July 1, 2022