



Coordinator Children’s Formation

Position Description

Updated on May 11, 2017

Employment Information

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| Employment Date | Full time, 40 Hours/Week Employment Category | Exempt FLSA Classification |
| Semi-monthly Pay Frequency | 30 Hours Week/10 Hours Weekend Scheduled work week | |

Job Information

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| June 15, 2017 Job Date | Coordinator Children’s Formation Job Title | Formation Program Name |
| Holy Family Catholic Church Entity Name | Joe Rodriguez Supervisor | |

The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Essential Functions of the Coordinator Children’s Formation are:

- The Coordinator of Children’s Formation recruits, trains and supports Catechists for children, 3 years old to Fifth Grade; assists parents of the parish in their children’s religious formation and sacramental preparation.

Job Duties

- Provides a religious education program for children Age 3 through 5th grade. Determines appropriate curriculum for various grades. Assures proper balance among program components; i.e., catechesis, prayer, worship, social, outreach, and ministry opportunities.
- Develops and manages Vacation Bible Camp.
- Sacramental preparation program for First Reconciliation and First Eucharist, in conjunction with the Formation Staff, Catechists, School Principal and 2nd Grade Teacher.
- Schedules the sacraments with the Liturgy Department and Pastor.
- Recruits volunteers and promotes faith formation of catechists and other volunteers for the 3, 4 and 5 year olds and elementary programs, Grades 1-5 (Whole Community

Catechesis, Sacramental prep for First Reconciliation, First Eucharist and Vacation Bible Camp).

- Maintains records of registration and participation in religious education and program activities, including parental permission forms.
- Prepares and manages the pre-school and elementary portion of the Formation budget in collaboration with the Director of Formation.
- Coordinates infant Baptism with formation staff.
- Attend workshops and diocesan meetings pertaining to Children's Formation.
- See Exhibit I for daily tasks and responsibilities.

Qualifications

- Active member of a Roman Catholic parish faith community. Ability to articulate a personal vision of spirituality, justice and community.
- Excellent interpersonal and group communication skills. Ability to be flexible in the use of various leadership styles depending on particular situations.
- Ability to work well with parents, children, and volunteers.
- Ability to function effectively in a team or collaborative ministry setting.
- Continuing educational development and management skills for motivation & training
- Catechist certification, preferred.
- Undergraduate degree in elementary education, preferred.
- Parish experience, 3 - 5 years in catechesis for children.
- Knowledge of the RCIA process (desirable)

Working Conditions:

- This job entails some evening and frequent weekend work.

Physical Demands:

- Filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary, extending arms and reaching files stored in multiple levels on file shelves.
- Significant amount of time regularly spent answering and speaking on the telephone and corresponding via email.
- Database entry via computer keyboard that requires repetitive hand and wrist movements.
- Ability to lift up to 35 pounds without assistance and up to 60 pounds with assistance.

Signatures:

Employee

Supervisor

Date

Exhibit I

Religious Education and Program Development

- Provides a religious education program for children Age 3 through 5th grade. Determines appropriate curriculum for various grades. Assures proper balance among program components; i.e., catechesis, prayer, worship, social, outreach, and ministry opportunities. Program for Holy Family is WCC with children.
- Develops and manages Vacation Bible School.
- Sacramental preparation program for First Reconciliation and First Eucharist.
- Schedules the sacraments with the Liturgy Department and Pastor.
- RCIA adapted for children, Ages 7 through 11.
- Coordinates with Director of Formation for inclusion in the Rites and Easter Vigil. (RCIA)
- Ministry to families with children. Coordinates periodic opportunities for families to engage in service projects, parenting information sessions, home prayer services, and family enrichment programs.
- Out Reach and Stewardship Programs for local community.
- Arrange Speakers throughout the year
- Maintains good communication with parents.
- Review Position WB for continuity of programs.

Administration

- Recruits volunteers and promotes faith formation of catechists and other volunteers for the 3, 4 and 5 year olds and elementary programs, Grades 1-5 (WCC, Sacramental prep for First Reconciliation, First Eucharist and Vacation Bible Camp).
- Establishes routine office hours and times when available to children's parents.
- Maintains records of registration and participation in religious education and program activities, including parental permission forms.
- Meets with the Director of Liturgy & Formation and other Formation staff on a regular basis.
- Opens, closes and secures building or arranges same with other staff members.
- Arranges for the purchase and storage of supplies that are needed for all children's ministry activities.
- Reserves, through Facility Scheduler, space as needed; arranges set-up and clean-up of areas used.
- Attend all general staff meetings and selected Director Meetings, as required.

Finance

- Prepares and manages the pre-school and elementary portion of the Formation budget in collaboration with the Director of Formation.

Other Pastoral Responsibilities

- Works with Formation Department on inter-generational activities, service projects, prayer services, infant Baptism preparation, etc.
- Family Ministry events – liturgical and seasonal.
- Fall Festival Committee.
- Periodic training of catechists and aides.

Relations with the Wider Community

- Attend workshops and diocesan meetings pertaining to Children's Formation.

Skills

- Active member of a Roman Catholic parish faith community. Ability to articulate a personal vision of spirituality, justice and community.
- Excellent interpersonal and group communication skills. Ability to be flexible in the use of various leadership styles depending on particular situations.
- Ability to work well with parents, children, and volunteers.
- Ability to function effectively in a team or collaborative ministry setting.
- Continuing educational development and management skills for motivation & training
- Ability to honor and maintain confidentiality.
- Ability to engage in effective conflict management.
- Highly competent computer expertise in Word, Excel, Outlook, parish software, and Holy Family social media platforms.
- Able to work weekends and evenings as needed

Experience

- Catechist certification, preferred.
- Undergraduate degree in elementary education, preferred.
- Parish experience with catechesis for children (3 - 5 yrs.)
- Knowledge of the RCIA process (desirable)

Description of successful Children's Coordinator

The coordinator of Children's faith formation provides a vision and coordination for the parish to young people from Pre-K through 5th grade.

Expectations

- A love for their faith and children plus helping children to develop a disciples relationship with Jesus and His Church.
- Ability to talk about and share their faith with others.
- Flexibility in working collaboratively with other staff members.
- Understands and appreciates the confidential nature of the position.