

**Diocese of Sacramento**  
**JOB DESCRIPTION**

<b>PARISH:</b>	<b>SS. Peter &amp; Paul Parish</b>
<b>POSITION:</b>	<b>Coordinator of Faith Formation, Grades 7<sup>th</sup> – 12<sup>th</sup> &amp; Confirmation</b>
<b>CLASSIFICATION:</b>	<b>Non-Exempt</b>
<b>SCHEDULE:</b>	<b>40 hours per week</b>
<b>Pay:</b>	<b>\$ 25 hour</b>

**SUPERVISOR:** Pastor

**JOB SUMMARY:** The Coordinator of Faith Formation, Grades 7<sup>th</sup> – 12<sup>th</sup> & Confirmation is responsible for the planning, coordination, and implementation of a comprehensive faith program that supports 7<sup>th</sup> through 12<sup>th</sup> grade students in their sacramental preparation and ongoing discipleship. The coordinator will also be responsible for overseeing the Young Adult Ministry.

**ESSENTIAL FUNCTION:**

*Catechetical & Program Development Requirements*

- Plans, schedules and coordinates sessions of faith formation confirmation students and youth group gatherings and activities in seventh (7) through twelfth (12) grade.
- Coordinates and participates in the selection of catechetical texts and materials.
- Promotes and coordinates grade level service projects.
- Provides opportunities for spiritual and curriculum enrichment for certain grade levels by offering retreats once a year.
- Develops and implements a curriculum with essential topics for the Youth Ministry program that encourages continued active involvement in the church by post-confirmation youth.
- Provides High School teens with program opportunities on campus that include large group meetings, small faith groups, retreats, prayer experiences, and one on one support so they feel welcomed and involved in the Church.
- Encourages participation in high school activities at diocesan level.
- Fosters participant's transition from Faith Formation to Youth Ministry.
- Evaluates aspects of the parish's current youth ministry program, assesses needs of our parish youth, develops long range goals and submits periodically, or when requested, written reports to the pastor highlighting progress, participation, strengths and weaknesses.
- Provides opportunities for youth group members to grow in the Catholic faith.
- Creates programs and activities appropriate for all participants.
- Oversees the Young Adult Ministry on campus.

### *Sacrament Preparation*

- Coordinates the sacrament preparation program for Confirmation for grades seven (7) through twelve (12).
- Plans and prepares for retreat experiences for those celebrating Confirmation.
- Plans and prepares for the celebration of the Sacrament of Confirmation.
- Schedules and facilitates parent meetings in order to assist the parents in preparing their children for the sacrament of Confirmation. Makes reception of this sacrament a meaningful, grace-filled experience for the family.
- Responsible for recording the sacrament of Confirmation in both the parish registry and the parish database (PDS) as required.

### *Volunteer Recruitment & Management*

- Recruits, trains, supervises catechists, Core Team members and support volunteers.
- Assists catechists to know, understand and fulfill diocesan catechist certification requirements by communicating various opportunities, courses and experiences that are available for personal and spiritual enrichment.
- Keeps records of participants and catechists.
- Maintains Safe Haven and Live Scan requirements for all volunteers and catechists.

### *Administrative Duties*

- Responsible for student registration and class assignment in parish database (PDS).
- Assures compliance with Diocesan Safe Environment policies.
- Coordinates and plans one annual fundraiser to benefit Youth Ministry.
- Updates program information on parish website; submits bulletin announcements and flocknotes pertaining to program events.
- Maintains a presence among the youth of the parish and is accessible and available to them during Youth Ministry activities, parish office hours, parish wide events, etc.
- Attends area diocesan meetings and workshops for coordinators.
- Submits an annual budget to Finance Council. Identifies potential budget needs and requests funds for the program.
- Responsible for facilities while sessions are held (doors, light, air/heat, etc.)
- Schedules and adjusts program components (space, time, materials, etc.) as needed.
- Obtains resources (AV, parish, library, textbooks, and liturgy materials) which complement the faith formation efforts in the parish.
- Responsible for submitting participant information (youth, chaperones, and volunteers) to Office Manager when programs take place off campus.

### *VBS*

- In collaboration with the Coordinator of Faith Formation, Grades 1<sup>st</sup> – 6<sup>th</sup> & First Communion, co-coordinates the annual Vacation Bible School Week. This includes evaluating and ordering VBS curriculum, registrations, overseeing budget and expenditures, ordering/purchasing needed supplies, planning logistical needs, volunteer recruitment and training, and overall supervision of participants and volunteers during the actual week of VBS.

### *Family / Parish Wide Engagement*

- Works with Coordinator of Liturgy to develop opportunities for High School teens to be a part of Sunday Liturgy.
- Promotes and fosters opportunities for the domestic church.
- Communicates with participants, parents, and parish-at-large to keep them informed of faith formation efforts and youth group activities.

### *Role Related Values & Skills*

- Listens to and serves parishioners, especially Faith Formation and Youth Ministry families in a hospitable and caring environment.
- Cultivates and maintains relationships with SSPP staff, clergy, and parishioners.
- Honors confidentiality of all private information.
- Maintains a professional work area.
- Participates in parish staff meetings and/or staff retreats.
- Be an effective team member of the staff and work cooperatively with other staff members.

### *Other*

- Commitment to personal and professional growth.
- Other duties as required by Pastor.

## **MINIMUM QUALIFICATIONS:**

### *Education & Experience*

- High School Diploma or equivalent and one of the following:
  - No college degree or BA/BS in unrelated field with twenty-four (24) semester credits in Theology and Catechetics and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
  - 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.
  - BA/BS in Education with twenty-four (24) semester credits in Theology and Catechetics and Scripture.
  - Minimum of three years teaching experience in a Catholic school or equivalent and one year of administrative experience (paid or volunteer).

### *Skills / Knowledge*

- Previous experience in faith formation required
- Strong working knowledge of Catholic Church and Catholic teaching
- Excellent organizational skills
- Working knowledge of Microsoft Office, Word, Excel and Power Point
- Ability to work as a team and independently

- Ability to galvanize and support a large group of volunteers
- Ability to relate and communicate clearly with youth and their parents.

*Physical Demands*

- While performing the duties of this job, the employee is required to stand, walk, and sit.
- The employee must be able to lift and/or move objects up to 25 pounds.

**COMPENSATION & BENEFITS:**

*Standard 40 hour Week, Retreats, Missions & Required Activities*

- This position requires evening and weekend work.
- Benefits include paid vacation and holiday time, sick pay, bereavement time, medical, dental, vision, long-term disability insurance, and retirement benefits.
- Non-exempt employees may be required to work additional and over-time hours when operating requirements or other needs of SS. Peter & Paul Parish cannot be fulfilled during regular scheduled working hours on site.

*Factors for Mission Trips*

- The coordinator shall submit a calendar of proposed daily activities and scheduled hours of travel time and supervision to pastor prior to the mission for approval of proposed and over-time hours.
- The coordinator shall not work in excess of six (6) consecutive days without prior written approval of pastor; and will be required to take two consecutive days off after completing mission where six (6) consecutive days were worked.

I acknowledge receipt and understanding of responsibilities and policies as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_