ST. JUDE
CATHOLIC CHURCH
CERES CALIFORNIA

Position Description for

Coordinator of Parish Faith Formation

Reports to: Pastor and Business Manager
Classification: Part-time

Position Summary:
This position coordinates, implements, and directs parish Faith Formation programs for children, youth and adults (OCIA). Plans and facilitates the Sacramental Preparation Program in collaboration with appropriate groups or individuals in the parish and/or diocese.

Essential Duties and Responsibilities:

1. Works collaboratively with the Pastor, other clergy, Parish Administrator, staff, volunteers and ministry leaders in articulating and implementing the vision and mission of the Parish.

2. Assures the development and implementation of a comprehensive plan for faith formation and sacramental preparation for children and youth both in English and Spanish.

3. Coordinates the Sacramental Preparation process for the parish. This includes Reconciliation, Eucharist, and Confirmation for children and youth and initiation and sacramental preparation for adults-OCIA.

4. Compiles and maintains accurate attendance and sacramental records.

5. Works with other Faith Formation staff and catechists to support children, youth and families in their growth in the Catholic faith.

6. Assures the recruitment, ongoing formation, motivation, accompanying, and evaluation of catechists and other volunteers in parish faith formation.

7. Provides safe environment for all: secures background checks and training for all volunteers working with children and youth per diocesan guidelines.

8. Manages the faith formation office; cooperates with youth ministers, sacramental preparation coordinators, and other staff members performing faith formation activities or providing administrative support.

9. Maintains safe environment training records for all catechists, assistants and substitutes.

10. Maintains sacramental information for front office to record in parish books.

11. Serves as liaison with the diocesan office of religious education for children, youth and adults.

12. Provides a positive and open attitude when problems arise and is responsible for solving conflicts with students, catechists, parents and adults in OCIA.

13. Organizes all Faith Formation events and retreats for catechists, assistants, parents and students. Recruits speakers and volunteers needed for Faith Formation events and retreats.

14. Works with Pastor to evaluate and select catechetical resources utilizing diocesan norms and policies.

15. Works with Pastor to set annual Faith Formation budget and to set the calendar for catechetical programs and events for both programs.

16. Provides access and inclusion for children with special learning needs.

17. Coordinates specifics for celebration of the Sacraments for children, youth and adults. Coordinates specifics for celebration of Initiation Sacraments at Easter Vigil.

18. Attends monthly Diocesan Religious Education meetings and trainings. Attends Diocesan Religious Education retreats.

19. Maintains a teamwork environment in the Faith Formation and OCIA programs and between the Spanish and English program staff.

20. Translates documents necessary for the faith formation office.

21. Answers administrative questions parents or others may have regarding the catechetical program.

22. Ensures health and safety standards and first aid procedures for faith formation office.

23. Maintains a level of knowledge and skills required for this position. Participates in parochial and diocesan-sponsored trainings, attends workshops, conferences, etc.

24. Other duties as assigned.

Expected Qualities and Qualifications:

Knowledge, Skills, and Abilities:

- Fully initiated member of a Catholic parish community.
- Commitment to the Vision and Mission of the parish.
- Knowledge of and ability to teach at various age levels.
- Ability to evaluate age-appropriate curriculum, programs, and experiences for a comprehensive religious education or faith formation plan.
- Demonstrated ability to recognize and honor diversity within the parish community.
- Demonstrated ability to recruit, motivate and support staff and volunteers.
- Ability to maintain confidentiality.
- Excellent oral, written, and interpersonal communication skills in English and Spanish.
- Excellent organizational skills.
- Successful ability to work with staff and volunteers.
- Ability to work flexible hours, including nights and weekends, since programs are delivered in the evenings.
- Ability to speak, read, and write in Spanish desired.
- Commitment to work collaboratively with priests and other pastoral staff.

Education:

- B.A. degree or equivalent in theology, religious education, educational administration or related field.

Experience:

- At least 3 years successful work experience in parish ministry, catechesis, sacramental preparation, or related field.
- Experience in office management.
- Demonstrated ability to develop, organize, and implement a comprehensive plan for religious education/faith formation.

About St Jude Parish:

St Jude parish serves as the parochial church of Ceres, CA, and the surrounding area. Located just off Highway 99, the parish has about 5,500 families.

Each weekend, St Jude has three Masses in English and seven in Spanish to celebrate the Lord's Day. A bilingual Mass is celebrated weekdays at 8AM and again at 6PM in Spanish. Infant baptisms are celebrated in English and Spanish on Saturday mornings. The sacrament of penance is available on Thursdays at 4PM, Fridays at 5PM and Saturdays at 5PM. On Thursday, there is a Holy Hour beginning at 5 PM. Marriages, funerals, and Quinceañeras are celebrated throughout the year. All activities are subject to change.

In addition to the pastor and parochial vicar, the parish is served by a talented staff.

Disclaimer:

St Jude Parish is a religious institution and religious employer. As such, all parish employees share in the mission, which Christ entrusted to the Church, to spread the Gospel, to serve our sisters and brothers, and to build up the Body of Christ, which is the Church. Employees—both at work and in their daily life—must respect, appreciate, and uphold the teachings, principles, legislation, policies, and traditions of the Catholic Church in word, lifestyle, and example.

As partners in Christ, our work is not only occupational but vocational: a call to defend life and improve its quality by bearing witness to the presence of Christ and his Church in the world.