

## **Diocese of Sacramento JOB DESCRIPTION**

<b>PARISH:</b>	<b>SS. Peter &amp; Paul Parish</b>
<b>POSITION:</b>	<b>Coordinator of Youth and Family Faith Pre-6 and First Communion</b>
<b>CLASSIFICATION:</b>	<b>Non - Exempt</b>
<b>SCHEDULE:</b>	<b>35 hours per week,</b>
<b>RATE OF PAY:</b>	<b>Range: \$24.00 - \$26.50 per hour</b>

**SUPERVISOR:** Pastor

### *Administrative for Grades Pre-6.*

- Monitors and evaluates the use of funds for specific department and submits annual budget to Finance Council.
- Identifies potential budget needs and request 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 compliment the faith formation efforts in the parish.
- Attends area Diocesan meetings and update workshops for coordinators.
- Responsible for the completion of recording of sacraments of Reconciliation and Eucharist in both the parish registry and by student in the parish database (PDS).
- Working with the Coordinator of Youth & Family Faith (Grades 7-8) & Confirmation, provides general administrative responsibilities, including overseeing registration, record keeping, maintaining data bases, purchasing, scheduling, communication, volunteer recruitment and support.
- Plans, schedules and co-coordinates sessions of faith formation for grade levels Pre-School – 6 and VBS.

### *Catechetical for Grades Pre-6 and VBS*

- Coordinates and collaborates with the Coordinator of Youth & Family Faith (Grades 7-8) & Confirmation in the planning, implementing and supporting of the overall formation of Pre-K-8th grade children and their families.
- Working with the Generation of Faith Staff, develops, plans and implements ongoing Generations of Faith programming to include educational activities, prayer experiences, social events, retreats and community engagement for all ages.
- Recruits/invites, trains, supervises and evaluates catechists and support volunteers.
- Responsible for scheduling catechetical staff, maintaining and communicating lists of volunteers, and submitting schedules of church activities for inclusion in the Master Calendar.
- 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.
- Coordinates and participates in the selection of catechetical texts and materials
- Keeps record of participants and catechists.
- Communicates with participants, parents, parish-at-large to keep them informed of faith formation efforts.
- Provides opportunities for family enrichment/community building.

- Promotes and coordinates grade level service projects.
- Provides opportunities for spiritual/curriculum enrichment for certain grade levels by offering retreats once a year.
- Promotes Whole Community Catechesis through the involvement of parent participation for certain grade levels.
- Promotes and fosters opportunities for the domestic church.
- Schedules and facilitates parent meetings in order to assist the parents in preparing their children for the sacraments of Reconciliation and Eucharist. Makes reception of these sacraments a meaningful, grace-filled experience for the family.
- Coordinates First Eucharist rehearsal and liturgy.
- Updates information on parish website; submit bulletin announcements pertaining to program events.

#### *Employee Relations*

- Maintains relationship with pastor, other parish staff members, parish councils, catechists and Diocesan Department of Faith Formation/Evangelization.
- Participates in parish staff meetings and/or staff retreats.
- Collaborates with all staff members.
- Other duties as assigned by Pastor.

#### *Other*

- Commitment and expectation to personal and professional growth. Theology background is preferred, however, training post-hire is expected.

### **MINIMUM QUALIFICATIONS:**

Experience: The Coordinator of Youth and Family Faith Pre-6 and First Communion is expected to have one or more of the following:

1. The Coordinator of Youth and Family Faith is expected to have teaching experience in a Catholic school or equivalent, or have Faith Formation teaching experience as a volunteer. Expected to be a strong role model and exhibit love for the parish community.
2. Preferred but not required - 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.
3. Preferred but not required - BA/BS in Education with twenty-four (24) semester credits in Theology and Catechetics and Scripture.
4. Preferred but not required - BA/BS in an unrelated field or no college degree 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.

### **SKILLS/KNOWLEDGE:**

The Coordinator of Youth and Family Faith Pre-6 and First Communion is expected to have capabilities in:

1. Theology
2. Program Coordination
3. Coordination of Catechist Development
4. Communication and Relationship
5. Administration

**HOURS/WORKING CONDITIONS/BENEFITS:**

35 hours; not to exceed 35 hours a week; working twelve months of the year.

The position may entail evening or weekend work.

While a full-time non-exempt employee will be classified as working 35 hours a week, there may be times when the employee needs to work more hours, such as an overnight retreat. Employee will need to obtain prior approval to work more hours.

Benefit package included: Medical/Dental/Vision, as well as accrued sick and vacation pay.

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**Signature**

**Date**