

JOB DESCRIPTION

PARISH: St. Francis of Assisi Parish	POSITION STATUS: P/T
POSITION: Religious Education Coordinator of OCIA and Faith Formation	SCHEDULE: Thursday – Sunday 16-20 Hours a Week
CATEGORY: Non-Exempt	

SUPERVISOR: Ministry Manager

JOB SUMMARY: In collaboration with the Pastor and under the Ministry Manager, oversees Baptisms, Faith Formation, Adult Confirmation, and OCIA Ministry. The hours of the position are performed Thursday through Sunday.

ESSENTIAL FUNCTIONS:

1. Develop annual Faith Formation Registration Form, collect registration information, fees, and baptismal certificates for all faith formation students; evaluate registrations; and place students in appropriate classes.
2. Plan Rites with the Pastor and Ministry Manager. Ensure processing of paperwork for all sacraments, certificates, and registration forms. Working with the Ministry Manager ensure timely recording of sacraments in parish sacramental registers according to diocesan policy; send notification of sacraments received to churches of baptism; issue certificates.
3. In collaboration with the pastor and Ministry Manager, advertise for, promote, and recruit new Faith Formation volunteers (catechists, aids, hall monitors, and extra volunteers as needed).
4. Collaborate with Pastor and Ministry Manager to create Faith Formation Calendar and collaborate with Pastor, school, and ministries to ensure no dates and rooms are in conflict.
5. Create class rosters, check-in lists, and attendance sheets
6. Communicate with faith formation volunteers and families.
7. Coordinate with school liaison and family mass coordinator to schedule, plan, and implement Family Mass volunteers.
8. Plan Faith Formation Volunteer retreat, orientation, and First Day of Faith Formation activities.
9. Coordinate with Faith Formation program leads and St. Francis School staff for parish celebrations of First Reconciliation, First Communion, and Confirmation.
10. Oversee Faith Formation Ministry and support team as necessary
11. Provide for preparation of candidates for the annual diocesan Adult Confirmation rite.

12. Recruit OCIA Team (catechists, dismissal leaders, discussion leaders...etc)
13. Provide orientation training/ meetings for new OCIA team
14. In collaboration with Ministry Manager and Pastor, advertise OCIA in bulletin and pulpit announcements.
15. Support and collaborate with OCIA team. Conduct intake interviews for all OCIA interested members.
16. Be present at Easter Vigil to help coordinate with OCIA Team and Pastor.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: College degree (Theology, Education or related major preferred); diocesan Catechist Certification preferred. The Catechist certification can also be obtained during the first year of employment.

Experience: Two years or more of teaching and/or administrative experience in a parish ministry setting, religious education program, or Catholic school.

Skills/Knowledge: Practicing Catholic with knowledge and understanding of theology and the Catholic Church; diocesan catechist certification preferable; proficient in Microsoft Word, Excel, Adobe, and Outlook; excellent phone and email skills; good organizational skills; and ability to maintain confidentiality, to communicate effectively orally and in writing, to work with and relate to a variety of personalities and cultures, to work in a team-oriented environment, and to commit to ongoing professional development and formation.