

FLSA Status: Non - Exempt, Hourly
Salary: commensurate with experience and education
Schedule: flexible within the faith formation office hours of 9 AM to 2 PM Mondays through Thursdays; some evenings and weekends required
Hours: 20-25 hours/wk



Employee:
Pastor:
Human Resources:
Date Approved:

Employee Job Description

Job Title: Coordinator for Family Faith Formation
Department: Family Faith Formation
Reports to: Director, Family Faith Formation
Position: FT___ PT__X__

Primary Function: The Coordinator works as part of a leadership team for faith formation and is responsible for the day-to-day implementation of assigned faith formation and sacramental preparation programs. Based on the needs of the program, the Coordinator will be assigned direct responsibility for several grades of the faith formation program and 1 or 2 of the sacramental prep programs.

Essential Functions:

- Maintains a presence before, during, and after faith formation classes and events, developing a spirit of community among the catechists and welcome to parents and students
- Responsible for coordinating the logistics of assigned faith formation and sacrament-prep programs, including scheduling, organizing materials, classroom/event preparation, managing attendance, and follow-up with catechists and families
- Assists in lesson planning, event planning, and preparation for faith formation and sacrament prep programs and sacrament parent meetings and retreats as needed
- For responsible areas assigned, the Coordinator will conduct communication with parents and families, including emails, reminders, schedule changes, and other program-related communications
- Assists the office team as needed in the maintenance of records such as catechist records, student attendance, registration, and data for sacramental records
- Together with other staff, provides phone reception during office hours
- Assists in recruiting catechists and promotes their ongoing development
- Collaborates with the Pastor, Director of Family Faith Formation, Moderator for Family Faith Formation, and with the ministries of our family of parishes, such as the School, Youth Ministry, and Faith Formation at Good Shepherd
- Other Duties as Assigned

Supervisory:

- Reports directly to the Director of Faith Formation
- Provides direction and supports catechists in areas assigned

Schedule: the position will involve evenings and occasional weekends, particularly during the catechetical year – namely 3:45-8:45 PM Mondays weekly, 8:30 AM – 1 PM Sundays monthly

and 5:30 PM to 8:30 PM Thursdays monthly. Office time can be scheduled flexibly within the regular Family Faith Formation office hours of 9 AM to 2 PM Mondays through Thursdays.

Qualifications: Fully initiated Catholic and participating member of a Roman Catholic faith community living in accordance with the Catholic faith; Ability to maintain confidentiality; Knowledge of and support for the teachings of the Roman Catholic Church, especially the *Catechism of the Catholic Church* and current Church documents as they pertain to evangelization and catechesis; Ability to work evenings and weekends; Computer literacy.

Education: Bachelor's degree required; education related to Catholic doctrine or catechetics preferred; Catechetical Leadership Certification recognized by the Diocese of Buffalo or working towards it expected

Safe Environment: Must be in compliance with all diocesan requirements including VIRTUS® Protecting God's Children, background screening, and required ongoing safe environment training

Experience: 4 years of volunteer or 1-2 years of professional experience in ministry or faith formation

Ergonomic Requirements: The functions of this position require sitting, bending, standing and walking for extended periods, lifting and carrying program materials, setting up for classes and events, and ability to use a keyboard. Candidate must have the ability to conduct essential duties of the position with or without accommodations.

Positions and duties may be changed by the Pastor at any time, to meet the needs of the parish.

To inquire or apply, contact:

Michael Ruzala
Director of Family Faith Formation
250 St. Gregory Ct.
Williamsville, NY 14221

(716) 688-5760 x358
mruszala@stgregs.org