

# Coordinator of Faith Formation

## Job Description

**POSITION:** Coordinator of Faith Formation

**JOB SUMMARY:** Plans, directs, and oversees the catechetical and spiritual formation for the youth of the parish for St. Agnes Catholic Church in Shepherdstown, WV

**WORKING RELATIONSHIPS:** The pastor is the supervisor of the Coordinator

### TERMS OF EMPLOYMENT

- Part-time
- At-will position
- Salary and benefits are commensurate with training and experience

### DUTIES AND RESPONSIBILITIES

Administrative:

- Publishes a handbook that will include an orientation to the faith formation process, a calendar of classes and events, a plan for dealing with the safety of children while in the building, and any other pertinent information
- Coordinate the diocesan Safe Environment process including all record keeping required for Background Checks, the Policy Relating to Sexual Abuse of Children, and Awareness training for adults (VIRTUS online or live training) as well as coordinating and implementing the Diocesan Teaching Safety Program for Children.
- Maintain accurate records and files
- Attends and participates in staff meetings, as required

Catechetical:

- Coordinate the recruitment, training, and evaluation of volunteers for religious education
- Selects and evaluates appropriate resources
- Communicates regularly with the Pastoral Council
- Plans, directs, and oversees the catechetical and spiritual formation and Sacramental preparation (Reconciliation, First Eucharist, and Confirmation) of youth K-12

- Assists the Pastor and Spirituality and Worship Committee in the development and implementation of the liturgical celebration of the sacraments of Reconciliation, First Eucharist, and Confirmation
- Works with the Pastor, Staff, and Youth Ministry Team to integrate all Catholic youth (grades K-12) into active participation in all current aspects of parish life, including youth ministry activities (formational, spiritual, service, and recreational), and to develop new programs and activities as needed, including opportunities for prayer, retreats, church camp, social outings, etc.
- Supervise and direct adult volunteer catechists and ministry leaders
- Coordinate regularly scheduled and seasonal activities (e.g. Christmas Holidays, Holiday Weekends, Spring Break, etc.)
- Keep current in new developments and directions in faith formation
- Willingness to pursue ongoing education
- Foster a culture of discipleship among parishioners, particularly youth
- Maintain effective means for publicizing and promoting programs/experiences among parishioners
- Maintain active communication with other area youth ministers and with the diocesan Office of Evangelization and Catechesis in order to serve as a bridge builder with other Catholic parish groups and with the ecumenical community
- Arrange for participation in diocesan-sponsored and other regional and national programs
- An openness to Catholic Social Teaching
- Other duties as assigned by the Pastor

## **QUALIFICATIONS**

### Formation/Training:

- Practicing Catholic in good standing
- Committed to purposefully seeking holiness for themselves and growing as an intentional disciple of Jesus Christ
- Must be a mature, self-starter with knowledge of Catholic faith formation
- Bachelor's Degree (preferably in Theology, Catechetics, Youth Ministry or related field); OR a minimum of two years' successful experience in Catholic faith formation
- Practical experience leading or coordinating youth activities highly desirable
- Possesses a charism of leadership

### Skills:

- Must have strong communications, interpersonal, and technology skills with a solid working knowledge of Microsoft Word, Excel, and PowerPoint, and social media networking

- Working knowledge of, or ability to learn, ParishSOFT
- Musical background helpful
- Ability to solve problems, make sound decisions, and deal with a variety of variables
- Able to work and maintain positive relationships with co-workers, families, and children
- Motivated, self-starter, able to multi-task and manage multiple priorities

Personal Qualities:

- Able to work independently
- Able and willing to frequently work evenings and weekends
- Able to honor and maintain confidentiality
- Diocesan Virtus (ParishSOFT Safe Environment Program) Certification required
- Successful completion of background check
- Two References required