



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Elementary Religious Education Coordinator and Sacrament Preparation Coordinator

Opening Date: September of 2020

Closing Date: When Filled

Location of Job: St. Jude Catholic Church

Location Address: 4330 Willamette St, Eugene, OR 97045

Position: Part-time, non-exempt, 19 hours per week

Position Summary: Provides direction, coordination, formation and management of activities involved in providing Religious Education and Sacramental Preparation for English-speaking children, Grade K-8 who belong to St. Jude Catholic Church and the vicinity.

Primary Responsibilities:

- Have primary responsibility for the weekly faith formation of all parish elementary, public school children, as well as regularly scheduled sessions for catechists.
- Coordinate the weekly Elementary Religious Education classes for Grades K-8 on Sunday mornings, provide opportunities and events for families to share faith and community.
- Coordinate First Reconciliation and First Eucharist Preparation for Parish families Grade 2-5.
- Coordinate ALL areas of English First Reconciliation Services and Liturgies for Celebration of First Eucharist Masses for students and families (Lectors, Musician, altar servers, gift presenters, sacristans, Readings, scripts, photographer, etc.).
- Coordinate and provide a reception for the First Eucharist Families after their Liturgy

- Coordinate ALL areas of Sacrament of Confirmation Classes and Liturgies for Celebration of Confirmation Masses for students and families (Lectors, Musician, altar servers, gift presenters, sacristans, Readings, scripts, photographer, etc).
- Provide formation days and retreats for all Elementary parish children and parents preparing for the sacraments of Reconciliation and Eucharist.
- Have primary responsibility to recruit, train and coordinate volunteer catechists for Elementary Religious Education and Elementary First Eucharist Preparation.
- Plan and develop a Vacation Bible School involving children, parents and staff. Working with Vicariate as well.
- Review program materials and prepare age appropriate curricula that presents the teachings of the Catholic Church as presented in church documents and approved by the Archdiocese of Portland.
- Collaborate with the Pastor in planning implementation, evaluation and facility use for Religious Education and Sacramental Preparation.
- Establish and maintain a calendar of class days and times.
- Manage a budget and maintain current and accurate records in consultation with the pastor, business manager, and accountant.
- Work cooperatively with other Religious Education Program coordinators for registration, training, commissioning and other catechist related matters.
- Attend staff, Faith Formation team, and Vicariate meetings as scheduled.
- Manage and administer the Child Protection Program for Students, Parents, and volunteers.
- Perform other tasks as assigned by Pastor

Required Knowledge, Skills and Abilities:

- Proven abilities in organizational and communications skills and an understanding of developmental and faith needs of children.
- Sensitive to various family stages and situation affecting the child's religious education.
- Ability to speak to large groups.
- Ability to manage crisis situations in a responsible manner.
- Ability to prioritize workload to meet program requirements.
- Ability to work both independently and as a member of a pastoral team.
- Flexible
- Creative
- Responsible.

Continued

Minimum Qualifications:

- Bachelor's Degree in Religious Education, Theology, or related field or compatible experience and/or training.
- Active member of a Roman Catholic faith community.
- Demonstrated ability to work with groups, administer programs and to relate to a wide variety of people and situations.

Physical Demands: While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 20 pounds.

Job Conditions: Work is normally performed in an office, classroom, or liturgical setting. Employee will be required to attend scheduled evening and weekend meetings and functions. This position requires flexible work scheduling to properly administer the program.

Please send resume and cover letter to Fr. Pao Dayto at paolojohn_dayto@yahoo.com to apply.