**St. Perpetua Parish, Lafayette – Children’s Faith Formation Coordinator**

St. Perpetua Parish, Lafayette, CA, is an active, mid-size suburban Catholic community of more than 1100 households. The parish has an established Faith Formation program with many highly trained and motivated catechists. The parish has a TK-8 parochial school. This is an opportunity for a resourceful, multi-talented, and collaborative person to make a significant contribution to the ministry of Catholic Faith Formation.

Primary responsibility will be the direction of the 1 through 5th grade program and Sacramental Preparation (First Reconciliation, Eucharist and RCIC). The Children’s Faith Formation Coordinator recruits, trains, and supervises volunteer catechists, plans and facilitates meetings, schedules classes and facilities in collaboration with parish and school staff, selects and orders materials and books, and serves as a member of the parish staff.

**Qualifications:** Practicing, fully initiated Roman Catholic, BA, minimum of three years of teaching experience in a Catholic setting or equivalent and one year of administrative experience (paid or volunteer). Ability to collaborate with parish and school staff and volunteers, facility with technology (e.g. Power Point, creating pamphlets, flyers, etc)

**Salary and Benefits:** Part-time (30 hours), 10 month, some evenings and weekends required, M3 classification according to diocesan scale

Position starting-date to be negotiated

**Applicants should send resume, cover letter and references to:** Christoph Nauer, St. Perpetua Church, 3454 Hamlin Rd. Lafayette, CA 94549; (925) 283-0272#203 or FAX your resume to (925)283-6534, or e-mail chnauer@stperpetua.org