

COORDINATOR OF ELEMENTARY FAITH FORMATION
St. Jerome Catholic Church

Classification: Part-Time, Non-Exempt

Reviewed: 1/2021

Catholic Requirement: Yes

Ministerial Character

The Pastor is the visible principle and foundation of unity in the Parish (St. Jerome Catholic Church) which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. Jerome Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Job Summary:

The Coordinator of Elementary Faith Formation at St. Jerome provides leadership in the design and implementation for parish religious educational programming for grades K-5. This position is responsible for building a solid foundation for the Catechetical educational and spiritual formation of the children of the parish. This job aids the mission of the Parish, so the Children of St. Jerome experience Christ's love and saving presence.

Essential Job Duties:

1. Maintain a weekly catechetical program for Elementary Faith Formation that meets the needs of the parish and that is in line with Diocesan guidelines.
2. Be responsible for recruitment and training of teachers and volunteers for Elementary Faith Formation, empower teachers with supervision as needed. Keep a record of their dates of EIM course attendance.
3. Assist teachers to know, understand, and fulfill diocesan teacher certification requirements and keep accurate records of training and certification.
4. Coordinate the registration of students, organize classes and classrooms.
5. Coordinate Called to Protect Program for students in K-5th grades, maintain necessary parent waivers in student records, and send in a Diocese report in a timely manner after the lessons were taught.
6. Coordinate sacrament preparation programs [within the framework of Elementary Faith Formation] for Reconciliation, Eucharist and RCIA for children program.
7. Organize and oversee the Mass/Reception for the students to receive the Sacraments of Reconciliation and First Holy Communion. Record Sacraments in the Record Book and Create Sacramental Certificate. Participate in the Easter Vigil for RCIA for Children.
8. Coordinate Summer Ministry or something similar but not limited to Vacation Bible School program.
9. Coordinate Special Annual Events for Elementary Faith Formation, including but not limited to a Christmas Pageant/Play.
10. Create a budget with the guidance of the Director of Faith Formation. Maintain a supply needed via budget for all Elementary Faith Formation. Plan and submit (with Supervision of the Director of Faith Formation) an annual budget to the Bookkeeper.

11. Compile (with the Director of Faith Formation) a calendar of events (related to the Elementary Faith Formation, VBS/Summer Children's Ministry, RCIA for Children), and disseminate the calendar to the parish staff, teachers, volunteers, parents of students, and the students. Calendar via Google the necessary space and dates for Elementary Faith Formation, VBS, and RCIA for Children programs.
12. Keep the Elementary Faith Formation webpage updated regularly.
13. Attend an annual vision planning meeting as directed by the Faith Formation Director.
14. Attend parish staff meetings as directed by the Pastor.

Knowledge, Skills and Abilities

- Knowledge and training in the theology and practices of the Catholic Church
- Proficient in the use of Microsoft Office applications, such as Word, Excel, PowerPoint, and Publisher
- Proficient in the use of Google suite applications, social media platforms (such as Facebook, Flocknote), Zoom and other video conferencing tools
- Able to learn new programs such as ProPresenter and E-Catholic web tool.
- Organizational and interpersonal skills
- Excellent teaching and training abilities
- Good communication, collaboration and team-building skills

Minimum Qualifications:

Education and Trainings:

- Bachelor's degree with a concentration in Theology or Education

Experience:

- Minimum of 2 years of direct work experience as Director Religious Education and Faith Formation or Pastoral Associate.
- 2 years of Teaching experience

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications:

- Valid Texas driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies through the employment period.

Accountability:

- This position reports to the Director of Faith Formation.
- Quarterly self-evaluation and goal setting with the Director of Faith Formation.

Working Conditions:

- All employees of the Parish are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the church.
- The Parish is an at-will employer.
- All buildings and vehicles owned by the Parish are tobacco free.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays may be required.
- Will be exposed to Liturgical Celebrations, conduct, and speech; including Roman Catholic Christian prayer.

- Will be required to adhere to established dress codes and conduct standards.
- May be required to use personal or parish vehicle to drive to off-site locations.
- Travelling within and outside the parish to meetings and other events may be required, and travel may require overnight lodging.
- The CCM works on a flexible schedule according to the activities of the day and the seasons of the year. The work week will be no less and no more than 20 hours a week with some evening and weekend work.

Approval: _____

Pastor

Date

Employee Certification:

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

Employee Signature

Date