

# Family Ministries Coordinator

*20 hrs/week, hourly, 12 month employee*  
*Reports to Director of Faith Formation*

## **SUMMARY**

The essential task of the Family Ministries Coordinator is to help facilitate the encounter of our parish's children and youth with their Lord, through preparation for the sacraments, systematic education, and communal life. *"The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ" (St. John Paul II in Catechesi Tradendae)*

The ideal candidate will have a joy-filled and infectious faith and a love for families. He or she will excel in organization, administration, and be willing to collaborate with the Director of Faith Formation and with a variety of volunteers.

## **RESPONSIBILITIES**

### **Religious Education Program**

- Administer the week to week operation of classes
- Identify and coordinate volunteer catechists, aides, etc. for Sunday morning classes
- Collect and organize necessary records, (e.g. applications, baptism certificates, attendance, catechist records, etc.)
- Organize and distribute necessary information (e.g. an annual class calendar, parent handbook, etc.)
- Communicate regularly with parents

### **Sacramental Preparation**

- Oversee preparations for First Penance and First Holy Communion
- Oversee preparations for youth Confirmation
- Update the parish Sacramental Register
- Send sacramental notifications and certificates

### **Youth**

- Help to develop and implement a cohesive Youth program (6th-12th) for the parish
- Plan and run Youth events
- Coordinate Youth volunteers

### **Other**

- Attend diocesan training and retreats
- Meet weekly with the Director of Faith Formation to coordinate efforts
- Other tasks as assigned by the Pastor

## **REQUIREMENTS**

- A living and active faith in the heart of the Catholic Church
- Several years related work experience
- Typically requires a Bachelor's degree and Master Catechist Certification
- Familiarity with Microsoft products and ability to learn and use the Parish Database System
- Knowledge of Spanish preferred
- All employees must abide by the diocesan Code of Conduct for Personnel and Volunteers
- All employees must complete a background check and Safe Environment Training