**POSITION:** COORDINATOR OF FAMILY FAITH FORMATION  
Diocese of Bridgeport, Office of Faith Formation

**OVERVIEW:**  
The Coordinator of Family Faith Formation provides pastoral assistance, consultative services and skills training to parish catechetical and pastoral leaders involved in baptismal instruction, family-based faith formation programs, parish-based Marriage Preparation Programs, all other family support programs and the RCIA program. The Coordinator will also collaborate with the Diocesan Leadership Institute for the ongoing professional development of all catechetical leaders in parishes who provide pastoral care and assistance to Catholic families in our Diocese and administer the RCIA program.

**REPORTS TO:** Secretary for Catholic Education and Faith Formation

**OBJECTIVE:** In collaboration with the Coordinator for Childhood Faith Formation and the Coordinator for Youth and Young Adult Faith Formation, the Coordinator of Family Faith Formation strives to form intentional disciples among the families of the Diocese of Bridgeport, support family life in all its aspects and assist those who minister to families in the parishes and schools of the diocese. The Coordinator will also assist parish leaders to implement the RCIA program in all its components.

**CLASSIFICATION:** Exempt

**RESPONSIBILITIES include, but are not limited to:**

- Serve as a resource to parishes for the effective pastoral care of the family throughout its life cycle.
- Identify and support pastoral outreach to parish and school families to assist parents in their formation as the primary teachers of their children in the Catholic faith.
- Serve as an informational resource for parishes exploring alternate forms of family-based and intergenerational catechesis.
- Develop resources to encourage discipleship within the family.
- Promote professional development and ongoing education for all family catechetical leaders in collaboration with the Diocesan Leadership Institute.
- Spend considerable time “in the field” building relationships and supporting pastors, Directors of Religious Education, catechists, parish staff, administrators and teachers of Catholic schools regarding effective family-based catechesis.
- Develop family-related resources and programming for use in the diocese.
- Promote professional development and ongoing education for all catechetical leaders in collaboration with the Diocesan Leadership Institute.
- Offer ongoing resources and training for all catechists involved in baptismal instruction.
- Oversee and expand the diocesan Marriage Preparation Program and other related initiatives, including the expansion of marriage enrichment programs and resources.
- Supervise all diocesan programs and initiatives related to the promotion and education of Natural Family Planning.
- Implement the standards of and maintain a working relationship with the USCCB Family Life Office.
• Assist parish leaders by offering resources and training for the proper administration of the RCIA program in every parish of the Diocese.
• In collaboration with the Diocesan Leadership Institute, offer formation, training and ongoing support to all catechists and leaders involved in the RCIA program.
• Offering catechesis and resources aimed at promoting chaste living for all Catholics. This includes planning and promoting Theology of the Body workshops according to the language needs of the people of the Diocese.
• Maintain a work schedule that maximizes availability to parishes, diocesan staff, and volunteers.
• Build and maintain a collaborative relationship with the other Coordinators in the Office of Faith Formation, in order to provide parishes and schools coherent and effective pastoral service.
• Coordinating, facilitating and supervising the work of the other Coordinators in the Office of Faith Formation, periodically reporting the Office’s work, programs and projects to the Secretary for Catholic Education and Faith Formation as requested.
• Participate in departmental planning, development, and budget oversight.
• Complete other tasks as directed by the Secretary of Catholic Education and Faith Formation.

MINIMUM QUALIFICATIONS:

• Practicing Roman Catholic in good standing with a deep understanding and love for the Church’s teachings
• Graduate Degree in Catholic theology or religious studies, with an emphasis upon marriage and family life
• Professional Fluency in English and Spanish – proficient ability to read, write and speak in both languages
• Ability to perform in a pastorally sensitive manner
• Ability to help others grow as leaders
• Ability to manage multiple projects and work collaboratively with various constituents in the Diocese
• Demonstrated excellence in communication, managerial and organizational skills
• Proficient with Microsoft Office (Word, Excel, Power Point) and experience utilizing information technology and social media in the administration of catechetical and religious formation programs
• Demonstrated leadership experience in parish or diocesan ministry
• Experience in updating websites and use of ministry-related social media

Qualified applicants submit résumé and cover letter:
Human Resources Department
Diocese of Bridgeport
238 Jewett Avenue
Bridgeport, CT 06606
email: hrdept@diobpt.org