St. Jude Parish and St Edward the Confessor Parish
Collaborative

Position Description

Title: Coordinator of the Ninth and Tenth Grade Faith Formation Program for the St. Jude Parish and St. Edward Parish Collaborative

Reports to: Collaborative Faith Formation Coordinator and Pastoral Associate

Job Purpose: Administrates the 9th and 10th grade catechetical program for the St. Jude and St. Edward Collaborative and provides leadership to assist the parish youth, young adults and adults to build a solid foundation for spirituality, Christian living, ministry and outreach.

Essential Duties and Responsibilities

Catechetical Tasks

- In coordination with the Collaborative Faith Formation Coordinator, responsible for planning and scheduling the catechetical programs and curriculum for students in grades 9 and 10.
- Responsible for the Sacramental Preparation program for Confirmation including: parent meetings, church visits, rehearsals and the organization of the Service for Confirmation. Schedule Confirmation date.
- Recruit, supervise, and evaluate catechists and volunteer support staff. Facilitate and conduct training meetings for these volunteers.
- In coordination with the Collaborative Faith Formation Coordinator, provide curriculum and accommodations for home schooled and special needs students, which include correspondence with parents, collecting and maintaining records for these students to further their advancement in the religious education program.
- In coordination with the Collaborative Faith Formation Coordinator, plan and conduct intergenerational faith formation opportunities for parents and students in grades 9 through 10.

Administration

- Implement policies of the Faith Formation Program, including Pastor approved curriculum guidelines, guidelines for the reception of the sacraments and catechetical programs for special groups including persons with disabilities.
- Conduct parent meetings and manage on-going communication with parents and guardians regarding the religious education calendar, attendance, and academic requirements, service projects, retreats etc.
- Assist the Collaborative Coordinator with preparing and managing the religious education budget.
- Assist with the Archdiocesan Religious Education Annual Survey and other requests for information from the Archdiocese.
• Inform the pastor, parents and volunteers of changes and concerns regarding the Faith Formation Program through regularly scheduled meetings.

Communication
• Advertise catechetical programs and registration in the parish bulletin and local newspapers. Assists with registration for the religious education program and other programs of catechesis.
• Meet with Collaborative Faith Formation Coordinator on a weekly basis.
• Collaborate with the parish staff and volunteers to develop goals, objectives, and strategies for the Faith Formation Program.
• Provide and encourage opportunities for service and the celebration of liturgical seasons such as Advent Family Day, Annual Lenten Service Project, Good Friday Stations of the Cross, etc.
• Conduct periodic surveys and meetings to assess the effectiveness of programming.
• Develop and maintain online sign-ups for confirmation interviews, retreat sign-ups, etc.
• Represent the parish at monthly cluster meetings.

Qualifications:
• Practicing Catholic and fidelity to Church teaching.
• Computer skills including but not limited to word processing.
• Excellent interpersonal skills and proven ability in oral and written communication.
• Familiarity with Scripture and basic Church documents regarding catechist and evangelization.

Physical Performance Elements:
• Ability to use a computer keyboard for up to 8 hours per day.
• Ability to sit for up to 8 hours per day.
• Ability to lift up to 20 pounds.

The duties and requirements described above are representative of those encountered during performances of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.