SUMMARY: The Children’s Faith Formation Minister (CFF) will be a member of the Faith Formation Team, work 20-25 hours per week and report to the Director of Faith Formation (DFF). This is a ten month position with some flexibility in schedule. The Children’s Faith Formation Minister in collaboration with the rest of the team will be responsible for all aspects of our outreach and formation of children and families with young children.

RESPONSIBILITIES (other duties to be assigned as needed):
• Prepare lesson plans for Grades 1-6 children and their parents based on our selected curriculums.
• Invite, recruit, motivate, and form responsible catechists and aides to serve in classrooms with children and their parent(s). Facilitate the growth of personal faith and community among catechists and aides.
• Work with Pastor and the DFF to plan and execute Intergenerational First Reconciliation workshops, First Reconciliation liturgies, Intergenerational First Eucharist workshops, and First Eucharist liturgies.
• Coordinate family outreach programs (such as Family Advent Event, Lenten Family Program, Mardi Gras)
• Regular presence at 9:00a.m. Family Liturgy and assistance with Liturgy when needed.
• Work with DFF to integrate catechetical experience with parish liturgies as required.
• Collaborate with Youth Faith Formation Minister in formation of students in grade 6.
• Support Volunteer Coordinator of Kindergarten Program
• Maintain accurate records on students, families, and catechists, including but not limited to, attendance, safety certification and sacraments received with the support of administrative assistant.
• Implement Archdiocesan safety curriculum for grades 1-6
• Collaborate with Faith Formation Team and coordinator of RCIA for the initiation of Children.
• Participation with entire staff in planning and visioning for our parish.

QUALIFICATIONS
• Active personal faith life and regular participation in the sacramental life of the church
• Understand the principles of catechesis at all age levels. Familiarity with catechetical resources and their application for all age levels. Familiarity with Family Faith Formation models and be open to reaching out to families in new and creative ways.
• Ability to work independently and as part of a team.
• Need to be comfortable communicating with children and parents.
• Experience with creative visioning, and efficient planning and program implementation.
• Ability to collaborate with other staff, ministries, and the Faith Formation Team
• Willingness to pursue professional development in Catechetics, Theology, or Ministry as needed.

EDUCATION
• Bachelors degree required. Degree in Theology, Ministry, Education or related field preferred.

To apply, please submit cover letter and resume to Jeanne Cregan, Director of Faith Formation, at jcregan@holyfamilyduxbury.org