**Parish Coordinator of Faith Formation**

***Saint Brigid of Kildare***

**Position Description**

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**NAME: DATE: 5/11/21**

**JOB TITLE: *Parish Coordinator of Faith Formation***

**SUPERVISOR: Director of Evangelization**

**STATUS: Full-Time, Exempt**

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**I. GENERAL DESCRIPTION**

* **The Director of Faith Formation works closely with the Director of Evangelization, the Diocese and Diocesan Staff to ensure that all parish members have access to faith enriching programing. This individual provides the support for teacher catechists in the parish faith formation program to share the Gospel with our children and youth to make disciples. The Coordinator should be a certified catechist and willing to expand his or her knowledge with continuing formation opportunities.**

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

* **Works with direction from the Director of Evangelization and Pastor, as appropriate, to accompany and form children and their families to become active disciples of Christ.**
* **Helps parents and children nurture a love of their Catholic faith and identity, accomplished through the process of catechesis. Provides primary leadership for the design and implementation of parish faith formation for K-12. Works to form parents and catechists to hand on the faith to their parents and children.**
* **Director will prepare and accompany families for the celebration of the Sacraments of 1st Reconciliation, 1st Holy Communion, and Confirmation.**
* **Coordinates and overseas the implementation of Catechesis of the Good Shepherd in the parish. Undertakes training in the method and builds partnerships with other atriums in the Diocese of Saginaw.**
* **Provide catechetical excerpts for the parish bulletin and parish website. Then send on to the Coordinator of Communications for publishing.**
* **Participates in inter parish programs as appropriate**

**III. Specific Duties and Responsibilities**

* **Coordination of the K-12 Faith Formation program**
* **Undertakes or continues training in Catechesis of the Good Shepherd. Provides formation for potential catechists. Support catechists’ spiritual development and needs in the atrium**
* **Run Sacramental Preparation program with development and procurement of new materials.**
* **Oversight of all Faith Formation session. Responsible for securing the facilities needed for each program, the care of these facilities during the programs, and the necessary clean-up after the programs are completed**
* **Craft excerpts of faith formation topics to published in the bulletin and on online**
* **Coordination and oversight of the annual Faith Formation Intensive in the Summer and develop relationships with other parishes to offer Faith Formation experiences within the diocese.**
* **Invites, motivates, and forms catechists according to diocesan policies, magisterial teachings, and best practices.**
* **Directs the selection process for new resources and instructs catechists in their use**
* **Redevelop formation subcommittee for Programs and Services Committee**
* **Initiates and maintains accurate records on students, families, catechists. Ensures that sacramental records are updated.**
* **Promotes good public relations both within and beyond the parish and participates in regional and diocesan events**

**IV. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

* **Pastor/Pastoral Administrator — lead catechist of the parish**
* **Director of Evangelization- immediate supervisor**
* **School Principal and School Formation staff**
* **Other Parish Staff— close collaboration and communication with the Coordinator of Liturgical Ministries, the Minister of Music, Coordinator of Communications and Parish office professional.**
* **Develop collaborative relationship with other diocesan parishes.**
* **Parish Pastoral Council and Programs and Services Committee — attend regular meetings and provide a Faith Formation report**
* **Diocesan Offices—regular communications, adherence to diocesan policies, especially regarding Faith Formation and Child and Youth Protection**
* **The Coordinator of Faith Formation’s primary partner is parents – The coordinator should be ready to educate, form and enable parents to be the primary catechists of their child(ren).**

**V**. **WORKING CONDITIONS**

* **Ability to keep up with the dynamic pace of working with parishioners according to their Faith Formation needs (may involve occasional light lifting and moving). Weekends work will be frequently be expected and required**
* **The employee may be need to lift up to 25 lbs.**
* **The Coordinator of Faith Formation will be required to frequently work evenings and some weekends**

**VI. QUALIFICTIONS & SKILLS**

* **Fully initiated Catholic in good standing**
* **Basic Catechist Formation from the Diocese of Saginaw & Record of attendance at diocesan workshops and programs for ongoing education**
* **Previous Experience in parish faith formation or some applicable degree (example BA in theology) or certificate in catechesis**
* **A valid driver’s license and clear background and fingerprint check**
* **Completion of Virtus and adherence to the ministry of youth policies**
* **Catechesis of the Good Shepherd Level II or III preferred or a desire to learn and utilize**
* **Strong verbal and written communication**
* **Highly organized, able to prioritize, mutually accountable and self-motivated**
* **Proficient in Microsoft and Google suite of office products**
* **Adhere to all Diocese and parish protection of youth standards**

**VII. ABILITY TO**

* **Articulate a vision for comprehensive parish catechesis based on the major catechetical documents of the Church**
* **Inform, support, and resource parents or primary care givers in the religious formation of their children**
* **Review, evaluate, and develop appropriate catechetical programming for parents and children.**
* **Review, evaluate, and develop long and short goals and objectives**
* **Provide resources and support for parents of children with special needs for the formation of their children. Also develop a library of resources for special needs religious education.**
* **Utilize appropriate written and audio-visual resources, social media, and technology for effective program implementation**
* **Promote and implement diocesan policies and guidelines regarding faith formation and respond to requests for reports, surveys and program evaluations**

**JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee

**SIGNATURES**

* ***Supervisor’s to indicate assignment of duties, line of supervision***
* ***Employee’s, after hire, to indicate acceptance of duties and supervision***

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Saint Brigid of Kildare of Midland seeks a full-time Coordinator of Faith Formation. Under the direction of the Director of Evangelization the department will carry out formation for every member of the parish, and in particular prepare people for Sacramental Celebrations. This individual will also be the primary contact for Catechesis of the Good Shepherd for the parish, level 3 certification would be a positive, or willingness to embark on the journey a must. The coordinator’s primary teammates are parents and the coordinator should be ready to form, nurture and assist parents to be the primary catechists they promise to be at Baptism. Interested candidates should send a resume, cover letter and 3 references to Jeannine Hovey, 207 Ashman St., Midland, MI 48640 or** [**jhovey@stbrigid-midland.org**](mailto:jhovey@stbrigid-midland.org)