

St. Benedict Catholic Church Job Description

Title: Coordinator of Children's Faith Formation

Purpose and Scope

Under the direction of the Director of Evangelization & Faith Formation provides vision and coordination for the parish's efforts in ministry to children from preschool through 5th grade and their families. This includes: Journey of Faith, Catechesis of the Good Shepherd, Liturgy of the Word with Children, sacramental preparation for Reconciliation (2nd-5th grade), Confirmation and First Eucharist (3rd - 5th grade), and general family catechesis.

Essential Job Functions

- Plan, coordinate, implement and evaluate all facets of the Preschool/Kindergarten, Elementary Faith Formation including Journey of Faith, Catechesis of the Good Shepherd, and Liturgy of the Word with Children.
- Plan and facilitate sacramental preparation for Reconciliation, Confirmation and First Eucharist according to Diocesan guidelines for children 2nd-5th grade, including 2nd and 3rd grade students at St. John Bosco.
- Implement and evaluate all facets of parish Vacation Bible School for Kindergarten through 5th grade students.
- Manage budgets for all children's catechetical ministries.
- Recruit volunteer catechists for Journey of Faith, Catechesis of the Good Shepherd, sacraments and sacrament retreat facilitators, Liturgy of the Word with Children and Vacation Bible School in collaboration with Faith formation team.
- Assist in the orientation, training, and evaluation of all catechists and aides in collaboration with Faith Formation team.
- Work with St. John Bosco Catholic School 2nd and 3rd grade teachers to ensure sacrament preparation timeline and curriculum is followed and gives support in classrooms as needed
- Assist St. John Bosco families of sacrament preparation students as needed and communicate the correct catechetical process to receive sacraments for those not parishioners of St. Benedict or those not yet baptized.
- Research and communicate appropriate local service opportunities for children who are preparing for Confirmation.
- Plan, facilitate and evaluate all aspects of sacrament retreats for children.
- Plan, facilitate, and evaluate rehearsals for children's Confirmation and First Communion Masses in collaboration with Faith Formation team.
- Coordinate all aspects of children Confirmation Masses, including communication with Diocese on dates, presiders, and liturgical information.

- Work with Director of Music and Liturgy to plan Confirmation Masses in collaboration with Faith Formation team.
- Work with Director of Music and Liturgy to plan a monthly Children's Mass for St. Benedict, including training of lectors and hospitality ministers in collaboration with Faith Formation team.
- Maintain good communication with Diocesan Offices, staff, parents, parochial and public schools.
- Maintain professional competency by being knowledgeable of ~~Diocesan~~ current trends in the field of Catechetical Ministry.
- Participate as an active team member of the parish staff.
- Work with Safe Environment coordinator to ensure that volunteers/catechists and youth are current with safe environment policies of the diocese.
- Ensure accurate maintenance of records of registrations, sacraments, and catechetical certification.
- Maintains regular communication with families and community about children's ministry activities and events through creation of bulletin articles, Mass slides, newsletters, and website updates.
- Communicate with staff about children's ministry activities and seek staff input in planning children's ministry activities.
- Work in collaboration with parish staff in scheduling, visioning, planning, and implementing activities, events and processes that overlap into other areas of staff responsibility.

Additional Job Functions

- Perform any other job-related duties as necessary for the smooth flow of work in the department and/or as assigned by the Pastor and Director of Faith Formation.
- Participate in the diocesan association of professional children's ministers and in any local children's ministers association.
- Participate as an active staff member by attending all staff meetings, supporting staff members and their ministries and engaging in decision-making process concerning the parish needs.
- Be available to parishioners.
- Church-related meetings and activities outside the parish will be secondary to any scheduled meetings and activities at the parish and at the discretion of the Pastor.

Knowledge, Skills and Abilities:

- Ability to engage in ongoing professional formation; keep informed of trends in catechetical ministry, theology and methodology in children and family ministry; participate in Diocesan workshops and seminars, and courses in methodology and theology where needed.
- Ability to maintain a good working relationship with the wider civic community at large.
- Knowledge of Diocesan guidelines and procedures.

- Proficient in use of a variety of office equipment.
- Working knowledge of Microsoft Office and Google Drive.
- Excellent communication and interpersonal skills.
- Willingness to work collaboratively with Pastoral staff and lay leaders.
- Ability to work some nights and weekends.
- Must complete annual Diocesan safe environment training.
- Must have valid AZ Driver's License and own transportation and the ability to drive on company business in conformance with the Diocese of Phoenix Transportation Policy.

Minimum Qualifications:

- At least a Bachelor's degree in Religious Education or Theology or National Credential in Youth Ministry OR background in theology and educational methodologies with a willingness to move toward credential or degree.
- Must be an active Roman Catholic, faith-filled, spirit driven, self-motivated, imaginative, energetic, organized and reliable.

Please send cover letter and resume to mlivens@stbenedict.org