

# Elementary Faith Formation Coordinator Job Description

Part Time  
20 hours per week

**Job Title:** Elementary Faith Formation Coordinator  
**Function/Ministry:** Faith Formation / Catechesis  
**Reports To:** Pastor  
**FLSA Status:** Exempt

## PRIMARY FUNCTION OF THIS POSITION:

The Elementary Faith Formation Coordinator is a passionate and thoughtful educator of the Catholic faith who can communicate the beauty, depth, and relevance of the Gospel in today's world in a manner appropriate to the K-5 age group.

## Responsibilities and Duties

- With the guidance of the Pastor and Director of Parish Life and Events, create an annual curriculum of elementary faith formation
- Execute the curriculum through Sunday morning faith formation sessions and special events, which may occur on evenings and weekends
- Develop and build effective working relationships with youth, parents, volunteers, and parish team to ensure successful operation of faith formation programs and related activities
- Organize and conduct registration, parent meetings, and sacramental information meetings in conjunction with the religious education, parish school and parish calendar
- Oversee introduction to the Catholic devotional life through providing Christmas pageant, Eucharistic Adoration, Rosary, and Divine Mercy events
- Recruit and develop elementary faith formation catechists
- Ensure compliance of Archdiocesan policies regarding background screening and Safe Environment for all catechists and volunteers associated with the ministry
- Implementation of VIRTUS Child Safety training for elementary school students as required by Archdiocese of Atlanta
- Organize content, logistics, bookings, budget, and registration for one First Communion retreat per year
- Coordinate elementary faith formation summer programming, includes planning, registration, logistics, and attending Vacation Bible School
- Implementation of Sacramental preparation for elementary school students (catch up sacraments of Baptism and Eucharist as needed)
- Oversee and manage required records, information, and budget for the elementary faith formation program
- Collaborate with youth ministry staff for cohesive faith formation experience, including a 5th grade transitional program.
- Ensure that set up and tear down of events/meeting spaces occurs in a timely manner
- Other responsibilities as assigned

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## **Personal Development Expectations**

- Develop/maintain an active personal prayer life
- Participate in the sacraments and other forms of community prayer
- Attend at least one personal spiritual formation or continuing education opportunity, such as a retreat, per year
- Stay current on modern models of catechesis and faith formation, and media in catechetical and elementary school formation programs

## **Requirements**

- Active, practicing Catholic
- Must make a public Oath of Fidelity
- Complete a background check and Virtus training
- Some experience of Elementary school models of catechesis
- Bachelor's Degree or comparable work experience in a related field (Theology degree preferred)
- Move, lift, carry, push, pull and place objects weighing less than or equal to 25 pounds without assistance
- Excellent oral and written communication skills
- Excellent organizational and administrative skills
- Proficient computer skills including but not limited to Microsoft Office, Google suite, and database management (ParishSoft and ProCare)