

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
- Assist in the direction and management of the Catechesis of the Good Shepherd program. Including, but not limited to, arranging room requests, supervising staffing, ensuring materials are available, and teacher training and VIRTUS certification is complete.
- 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.

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- Increase Family Faith Formation activities to support the transition from PSR to Confirmation of this program. Activities may include, family events, parent bible study, family catechesis, etc.
- Ensure that set up and tear down of events/meeting spaces occurs in a timely manner
- Other responsibilities as assigned

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)