

OUR LADY OF GRACE PARISH
Job Description

TITLE: Coordinator of Children's Faith Formation Date: September 2, 2025

SUPERVISOR: Pastor

STATUS: Part-Time, Hourly, Non-Exempt (up to 19 hours/week)

GENERAL DESCRIPTION: The Coordinator of Children's Faith Formation is responsible for the organization and administration of specified areas of religious education and Catholic formation in fulfillment of the catechetical mission of the parish in cooperation with the Pastor, the Education Commission, and parish staff members and volunteers who share responsibility for catechesis.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Organize, schedule, communicate and oversee religious education programs for pre-school through 8th grade, taking into account guidelines from the USCCB and the Diocese of Saginaw
- Coordinate First Communion preparation program
- Coordinate Confirmation preparation program
- Coordinate Vacation Bible School
- Prepare and manage detailed expense reports and an annual budget in consultation with the Pastor, the Education Commission, and the Finance Council
- Order Diocesan-approved textbooks, teaching materials and resources for PreK-8 programs
- Provide information to parents on parish expectations regarding student and parental involvement in catechesis
- Create and distribute a calendar of events for parents of children's faith formation students
- Regularly evaluate the effectiveness of all PreK-8 catechetical programs, providing written effectiveness reports as requested by the pastor
- Support the training for catechists at each grade level
- Communicate enrollment numbers, list of current catechists and volunteers, and program feedback to the Education Commission and staff.
- Track and provide data for the Diocesan annual report to the Pastor and, with his approval, see that it is published in the bulletin
- Oversee Safe Environment files on volunteers and employees that work with parish catechetical programs and report any legal issues according to Diocesan policies
- Assure adequate safety and supervision of minors during the entire time they are on the parish premises
- Must be willing to participate in Diocesan program offerings in these areas
- Performs other duties as requested by the Pastor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Work closely with parish staff for planning and coordinating parish programs, seeking staff support where required
- Attend Education Commission meetings as an ex officio member and report on PreK-8 education and catechesis.
- Communicate activities with all others involved in parish religious education
- Maintain a relationship with Midland Area Catholic Churches (MACC) children's faith formation coordinators, for the purpose of sharing best practices and discovering opportunities for joint activities
- Maintain involvement in Diocesan networks of professional peers
- Communicate with all whose work affects or is affected by children's faith formation activities, including maintenance staff, catechists, and other parish organizations

QUALIFICATIONS & SKILLS

Education: College education or relevant experience in catechesis desired.

Experience: Teaching experience in religious education is preferred

Job Related Skills: Demonstrates comprehensive understanding of the Catholic Faith and the Catechism of the Catholic Church; possesses proficiency with computer applications such as Microsoft Office and Publisher; displays sound knowledge of catechesis for sacramental preparation; excels in communication abilities.

Interpersonal Skills: Demonstrates a pastoral and reflective approach to personal and professional development; possesses strong interpersonal and relationship-building abilities; consistently applies these skills in a considerate and respectful manner. Proven capability to collaborate within team environments, maintain confidentiality, uphold high standards of integrity and ethical conduct, and effectively guide and motivate volunteers.

Language and reasoning skills: Ability to effectively communicate with parishioners, staff, Diocese employees, and external business partners/agents. Ability to use practical judgment when addressing issues as necessary.

Initiative: Ability to demonstrate initiative and self-direction

Organizational and Administrative Skills: Ability to plan, organize, and keep records on all PreK-8 programs

WORKING CONDITIONS

- **Hours of Work:** Typical work schedule is flexible and entails evening and weekend hours as needed.
- **Nature of Work:** Work environment is primarily in an office or church hall setting. Employee is required to do computer work and to direct setup for gatherings.

- Employee is expected to have sufficient mobility, hearing and sight to do the task. Valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

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 signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____