

ST. GENEVIEVE'S CATHOLIC CHURCH
Centerville, Minnesota
Elementary and Sacramental Coordinator of Faith Formation (Grades 2-5)

POSITION DESCRIPTION:

Position Title: Elementary and Sacramental Coordinator of Faith Formation (Grades 2-5)
Reports to: Director of Faith Formation and Pastor
Direct Reports: Primary catechists, assistants, and volunteers.
Provides work direction to: Primary catechists, assistants, and volunteers
Receives work direction from: Director of Faith Formation, Pastor, other staff as appropriate
FLSA: Non-Exempt
Hours: Part time, Hours per week up to 25
Schedule: August-May Wednesday afternoons and evenings and other times as appropriate
Last revision: April 27, 2017

Purpose:

The purpose of the Elementary and Sacramental Coordinator of Faith Formation (Grades 2-5) is to provide a strong faith formation program for students at the elementary level; providing a foundation in the Catholic Faith; encouraging students to seek an intimate relationship with God (discipleship) thus enabling youth to live and love this faith; facilitating the continuing education and growth of catechists and families through a comprehensive program to students at this level; and provide Sacramental Preparation for the Sacraments of Reconciliation and Eucharist (2nd grade).

STATEMENT ON WORKING FOR THE CATHOLIC CHURCH: Employment in and by the Catholic Church is substantially different from secular employment. Church employees are held to a different and many times a higher standard of conduct. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their personal behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position requires that the employee be a practicing Catholic and respect Catholic doctrine and religious practice.

REPRESENTATIVE RESPONSIBILITIES:

- A. Relationship with Pastor and Director of Faith Formation
 - 1. Recognize and respect the role and ultimate authority of the Pastor
 - 2. Report directly and regularly to the Director of Faith Formation regarding the elementary and sacramental program
 - 3. Carry out specific projects and assignments

- B. Specific Program Responsibilities
 - 1. Oversee elementary programming (grades 2-5)
 - 2. Report to the Director of Faith Formation

3. Work closely with other Faith Formation Coordinators and Director of Faith Formation to ensure a connected and comprehensive program, including family events
4. Prepare students and their parents for reception of Sacraments of Reconciliation and Eucharist (in second grade)
5. Assist in recruiting and training of Catechists
6. Assist in providing programming relating to the Protecting Children and Youth Initiative of the Archdiocese of St. Paul and Minneapolis
7. Assess Catechists' needs and provides necessary materials for each class
8. Assist in curriculum selection process and implementing programming direction *i.e. Catechesis of the Good Shepherd*
9. Assist in setting up Faith Formation Calendar
10. Provide lesson plans and age appropriate goals for each Catechist

C. Communication

1. Attend regular meetings with Faith Formation Staff and monthly meetings with all Staff (for the purpose of maintaining good communication and working relationships, to establish goals, and objectives).
2. Maintain regular communication with Director of Faith Formation relating to program-successes and concerns, ideas for improvement.
3. Maintain communications with catechists, volunteers and families
4. Keep grade level families and youth informed of upcoming events and programming details, always reaching out to welcome families.

D. Other Duties

1. Supervise grade level catechists, assistants and other program volunteers
2. Maintain records appropriate to grade level - class lists, attendance records, incident records and forward to Director of Faith formation as needed.

TASK-RELATED RESPONSIBILITIES:

- **Be present and ready to work as needed to meet responsibilities.** This includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- **Organize, prepare and maintain files and information.** Gather, keep and forward information relating to students, catechists, and other program volunteers to Director of Faith Formation *i.e.* attendance, discipline, accidents information.
- **Participate in Staff Meetings**
- **Maintain and improve work-related knowledge and skills** such as job expectations, catechetical methods, computer use.
- **Meet all other communication requirements** including interpersonal skills with parish and school employees, as well as with visitors, guests, faith formation families and parishioners. This includes keeping superiors and appropriate others informed.
- **Help create a productive environment** where there is harmony, good morale and cooperative teamwork. Monitor self-productivity with input of superiors and take corrective action as appropriate.
- **Continuing Education and Professional Development**

- * Seek and receive training in the Catechesis of the Good Shepherd to move toward implementation of model at Elementary level (*The Parish will fund this training*)
- * Maintain involvement in approved Archdiocesan organizations that support the work of Faith Formation in the parish.
- * Attend archdiocesan ministry days and/ or attend appropriate workshops that will enhance one's religious educational skills at least once a year.
- **Other Responsibilities** includes other responsibilities identified as needed by the employee and approved and/or assigned by the Director of Faith Formation or Pastor.

SUGGESTED QUALIFICATIONS:

- The Elementary and Sacramental Coordinator will have a minimum of a Bachelor's degree in Education, Religious Education, Theology or related field and/or a minimum of 3 years experience in a related field.
- Understanding of, and fidelity to, the teachings of the Catholic Church
- An ability to explain the faith to those with questions or direct to appropriate resources.
- Understanding of Curriculum Design as it relates to catechesis of children in primary grades. (A knowledge of how the scope and sequence of the curriculum works and how the design of the curriculum relates to the developmental needs of the young people that it is intended for.)
- Understanding of development and needs of primary age children
- Operational knowledge of Word, Publisher, Excel and email and internet
- Strong organizational skills and communication skills
- Ability to work independently and in cooperation with others
- Strong leadership skills
- Strong respect for confidentiality

MENTAL DEMANDS:

1. Understand theological and Church concepts, and seek to improve knowledge and understanding to be able to apply them to a wide variety of peoples' life circumstances
2. Ability to clearly and effectively explain Church teaching in a variety of subject areas
3. Occasionally deal with difficult people and/or situations
4. Respond professionally under negative pressure

PHYSICAL DEMANDS:

1. Maintain standing or sitting position for long periods of time.
2. Lift or move office materials or equipment up to 20 lbs.
3. Transport catechist's materials and supplies weekly to and from Centerville Elementary School
4. Able to operate computer keyboard in a safe and proficient manner

Please send cover letter and resume to sirlbeck@stgens.org by May 19, 2017