

ST. GENEVIEVE'S CATHOLIC CHURCH
Centerville, Minnesota
Confirmation and Adult Coordinator

POSITION DESCRIPTION:

Position Title: Confirmation and Adult Coordinator
Reports to: Director of Faith Formation and Pastor
Direct Reports: Confirmation catechists, assistants, and volunteers.
Provides work direction to: Confirmation 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 20
Schedule: July 1 – June 30 Wednesday evenings and other times as appropriate
Last revision: April 20, 2018

Purpose: The purpose of the Adult Coordinator of Faith Formation is to provide a strong faith formation program for Confirmation students and adults; providing a foundation in the Catholic Faith; encouraging all to seek an intimate relationship with God (discipleship) thus enabling them to live and love this faith; facilitating the continuing education and growth of catechists and families through a comprehensive program for Confirmation, RCIA and adult offerings

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
 - 3. Carry out specific projects and assignments

- B. Specific Program Responsibilities
 - 1. Oversee Confirmation Program
 - 2. Oversee RCIA Program
 - 3. Oversee Adult Faith Formation offerings
 - 4. Reports to the Director of Faith Formation
 - 5. Work closely with other Faith Formation Coordinators and Director of Faith Formation to ensure a connected and comprehensive program, including family events
 - 6. Assist in recruiting and training of Catechists

7. Assist in providing programming relating to the Protecting Children and Youth Initiative of the Archdiocese of St. Paul and Minneapolis
8. Assess Catechists' needs and provides necessary materials for each class
9. Assist in curriculum selection process and implementing programming direction
10. Assist in setting up Faith Formation Calendar
11. 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 and Pastor relating to program-successes and concerns, ideas for improvement.
3. Maintain communications with catechists, volunteers and families
4. Keep Confirmation, RCIA and adult faith formation participants and families 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:

1. 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.
2. 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.
3. Participate in Staff Meetings
4. Maintain and improve work-related knowledge and skills such as job expectations, catechetical methods, computer use.
5. 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.
6. 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.
7. Continuing Education and Professional Development
 - 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.
8. 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:

1. The Confirmation and Adult Faith Formation 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.
2. Understanding of, and fidelity to, the teachings of the Catholic Church
3. An ability to explain the faith to those with questions or direct to appropriate resources.
4. Understanding of development and needs of high school aged children
5. Operational knowledge of Word, Excel, email and internet
6. Strong organizational skills and communication skills
7. Ability to work independently and in cooperation with others
8. Strong leadership skills
9. 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. Able to operate computer keyboard in a safe and proficient manner

Please send cover letter and resume to sirlbeck@stgens.org by May 25, 2018