

St. Peter Catholic Church

Coordinator of Elementary Faith Formation

OVERVIEW & PURPOSE

The principal duty of all Faith Formation employees is to assist in the mission of the Church in the Diocese of Colorado Springs. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time.

The Coordinator of Elementary Faith Formation reports to the pastor and works in collaboration with the directors of the Parish's and School's Sacramental Ministries and Youth Ministry.

ROLES OF THE COORDINATOR OF ELEMENTARY FAITH FORMATION

The Coordinator of Elementary Faith Formation has the pastor's delegated responsibility to organize, direct, and implement a plan for comprehensive and systematic catechesis; he/she is to administer a parish catechetical program for K-6 elementary aged students and provide leadership to assist the parish community in building a solid

foundation for the catechetical ministry. This responsibility is exercised under the direction of the pastor and in collaboration with parish staff members who share the responsibility for catechesis.

Employment is about 27 hours per week with moving to Full Time hours possibility. This job pays \$21 per hour. Pay is based on hourly rate not salary.

Develop and maintain catechetical programs for children in grades K-6. Establish long range and short-term goals for effective parish catechesis. Develop and maintain First Reconciliation and Communion preparation programs for both students and parents.

Implement curricula that reflect the guidelines of the Diocese, the National Catechetical Directory, and the Parish.

Order textbooks, teaching materials, and resources for the ministry.

Directs parish catechetical programs for the parents/caretakers of the elementary faith formation students.

Adult catechesis and faith formation in its variety of forms but mainly pertaining to sacramental preparation for Reconciliation and First Communion.

Directs parish catechetical programs for children by organizing and scheduling program classes and events.

Vacation Bible School.

Catechesis of elementary aged students in grades K-6.

Coordinates sacramental preparation for Reconciliation and First Holy Communion for 2nd graders and out of sequence students.

Coordinates Christian Initiation of Children (RCIC).

Works with families who have special needs, and at-home catechesis where appropriate. Selects appropriate catechetical materials based on the United States Catholic Conference of Bishops and Diocesan guidelines.

Evaluates effectiveness of catechetical programs.

Maintains accurate records on student enrollment, attendance, and sacramental preparation.

Ensures a pastoral approach for all in setting calendar dates, scheduling use of facilities, procedures for registration and fee collection.

Publishes a handbook which contains the parish program and sacramental policies and procedures.

Engages the pastor and parish staff in the planning processes where necessary.

Executes an annual assessment of the parish program.

Sets the environment for procedures for management of sessions and discipline.

Works with the Parish Safe Environment coordinator to ensure each

students receives their safe environment lesson per Diocesan requirements, and that each teen and adult volunteer have been safe environment vetted. Must also be able to record the student side of the safe environment classes. Implements the guidelines for mandated reporting of legal issues according to Diocesan policies. Assures adequate supervision of minors during the entire time they are on the parish premises for catechetical activities. Implements conflict management procedures when appropriate.

Ensures maintenance and safety of premises according to local procedures.

Submits and oversees an annual budget and 5-year plan for the Parish Finance Council.

Recruits and screens candidates for the role of catechist. Trains catechists and volunteers at all levels.

Provides on-going spiritual formation for catechists and volunteers at all levels through appropriate means such as retreats, evenings of prayers, workshops, conferences, courses, etc.

Ensures that all catechists are certified according to the guidelines of the Diocese.

Assists catechists in the selection of teaching aids and lesson planning.

Provides continued support for catechists by being present before, during, and after the teaching assignments.

Consults with catechists to mutually assess their methodological and theological needs, to design and implement appropriate training sessions.

Develops role descriptions for catechetical personnel and support volunteers.

Provides regular evaluation for catechists and support volunteers.

Supervises ministers of catechesis such as:

Elementary (K-6th grades) Catechists

Sacramental Prep Catechists

Christian Initiation of Children Catechists

Adult Catechesis Catechists

Collaborates with the pastor, other parish ministries, and appropriate committees, boards, and councils.

Develops catechetical vision.

Establishes catechetical policy.

Works with the parish staff to provide formation for adults and youth in the parish.

Cooperates with the principal of the Catholic School to present a united approach to total parish catechesis.

Communicates program information to the parish community. Assists in the planning of liturgical celebrations in the parish.

Participates in the Office of Catechesis and Evangelization meetings as appropriates.

Takes responsibility for his/her own professional development and spiritual development.

Participates in on-going formation opportunities through courses and workshops related to roles and responsibilities.

Attend parish staff meetings.