

## **Nativity of the Lord Parish**

### **Job Description: Coordinator of Faith Formation (CFF)**

*The principal duty of all employees is to assist in the mission of the Catholic Church in the Diocese of Saginaw under the direction of the Bishop. This job description is not designed to contain a comprehensive listing of all activities, duties or responsibilities that are required of the parish Coordinator of Faith Formation, but, instead, as a framework for considering what is essential in a parish.*

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**NAME:**

**DATE:**

**TITLE: Coordinator of Faith Formation (CFF)**

**DEPARTMENT/OFFICE: Faith Formation (FF)**

**SUPERVISOR: Pastor/Pastoral Administrator/Director of Parish Life**

**STATUS: Part-Time, Hourly, Non-Exempt**

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#### **I. GENERAL DESCRIPTION**

At Nativity of the Lord Parish in Alma, MI, the Coordinator of Faith Formation performs work of major responsibility requiring a high level of initiative, judgment, organizational ability, and knowledge of the interrelated functions of the position and the parish.

#### **II. ESSENTIAL FUNCTIONS**

- Works with direction from the Pastor or Pastoral Administrator/Director of Parish Life and other parish leadership, as appropriate, to walk with and form children and their families to become “missionary disciples” of Christ
- Through “relational ministry”, helps parish adults and children nurture a love of their Catholic faith and identity, accomplished through a process of evangelization and catechesis that includes pastoral, catechetical and liturgical formation
- Provides primary leadership, collaborating with pastor, for the design and implementation of parish faith formation for all ages
- Works to form parents as primary evangelists and catechists of their children

#### **III. SPECIFIC DUTIES AND RESPONSIBILITIES**

- **Faith Formation Programs:** plans and directs regular FF opportunities for children; planning and directing Sacramental Preparation for children; emphasis on Works of Mercy and discipleship
- **Training Catechists:** Identifies and oversees catechists. Provides opportunities for catechist formation according to diocesan policies. Facilitates the growth of personal faith and community among catechists
- **Selecting Resources:** with help from with diocese, selects new texts that appear on the USCCB “Conformity Listing of Catechetical Texts and Series” (as needed)
- **Maintaining Budget:** Drafts, explains, and advocates for the catechetical budget to the appropriate decision-making bodies
- **Keeping Records:** Collaborates with staff to keep accurate records on students, families, catechists, including sacramental records. Appropriately registers families in FF.

- **Work Environment:** Maintains office hours at the parish office according to direction from supervisor. Working hours are also expected at the church site or other off site locations as required to deliver against the essential functions.
- **Registering Families:** and provides for family/parent meetings
- **Family Faith Formation:** Provides for family/parent meetings. This could even include going with a partner to meet with families at homes, periodically throughout the year.
- **Communication:** Publicizes FF Events, with help of parish/school staff, ensuring parents/families have updated information.
- **Professional Development:** Personal spiritual and professional growth through research, classes, workshops, retreats, reading, and contact with peers, including new diocesan mentorship program, with approval and direction from supervisor
- **Middle School/High School Youth Ministry:** assists pastor and youth leadership team in the direction of Youth Ministry. Identifies and oversees catechists of Youth Ministry.
- **Childrens/Youth Masses:** Organizes periodic Youth Masses in cooperation with elementary school principal
- **VBS:** Coordinates, plans and identifies volunteers to help with VBS, in concert with neighboring parishes
- **RCIA for children:** Plans, teaches and works with the pastor and the Adult RCIA coordinator for the full initiation of Children over age 7 to be baptized, confirmed and receive first Holy Communion.

#### IV. COLLABORATIVE RELATIONSHIPS

- Pastor/Pastoral Administrator/Director of Parish Life – immediate supervisor
- Business Manager – to review and evaluate budget
- School Principal – to collaborate on various FF offerings
- Faith Formation Commission – regular meetings for input and evaluation
- Youth Ministry Leadership Team – participates in regular meetings for input and evaluation
- Parish Staff – close cooperation and communication seeking their involvement and input; attends regular meetings and provide a Faith Formation report
- Parish Pastoral Council – attends regular meetings and provides a Faith Formation report
- Parents and Other Parishioners – regular communication including input as appropriate
- Diocesan Offices – regular communication, adherence to diocesan policies, especially regarding Faith Formation and Child and Youth Protection
- Neighboring Parishes – works closely with FF Coordinators in neighboring parishes in joint evangelization, catechesis and outreach projects (e.g. YES, NCYC, VBS, etc.)

#### V. WORKING CONDITIONS

- Work is performed at the parish and in the community
- Some travel will be required, mostly local
- Employee is required to do extensive close computer work
- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet
- The employee may be required to lift up to 25 lbs
- Some evening and weekend work may be necessary
- Regular, reliable attendance is required

**VI. QUALIFICATIONS & SKILLS**

- Fully initiated Catholic in good standing
- Committed to taking part in ongoing formation conducted by the diocese, by approved online classes, etc.
- Required: Basic Catechist Certification; continued professional development classes; participation in diocesan mentor program for new faith formation leaders
- Recommended: B.A. in Theology, Religious Education, Scripture, Liturgical Studies or a related field plus experience and/or training in catechetics
- Preferably two-three years experience with a parish faith formation program.

Knowledge of:

- Official teachings of the Catholic Faith (cf. CCC, Vatican II Documents)
- Principles of catechesis for all age levels, including multi-cultural dimensions
- Catechetical resources and their application for all age levels
- Diocesan and national expectations and trends in catechesis
- The Church’s vision for discipleship and evangelization (for example, cf. the USCCB document, *Disciples Called to Witness*)

Ability to:

- Understand the partnership of family, parish community and catechists as essential co-workers in the catechetical process
- Articulate a vision for comprehensive parish catechesis based on the major catechetical documents of the Church
- Inform, support, and resource parents as primary evangelists and catechists in the faith formation of their children
- Review, evaluate, and develop long and short range catechetical goals and objectives
- Develop and extend programs to include groups and/or individuals with physical or developmental disabilities
- Utilize appropriate written and audio-visual resources, social media, and technology for effective program implementation
- Include awareness of ethnic and cultural sensitivity in all catechetical efforts
- Promote and implement diocesan policies and guidelines regarding faith formation and respond to requests for reports, surveys and program evaluations

**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.

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Signature of Employee

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Date

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Signature of Supervisor

\_\_\_\_\_  
Date