

Coordinator of Children's Faith Formation: Our Lady of Nazareth, in Roanoke, seeks a candidate to coordinate Faith Formation and Sacraments of parishioners up to 5th grade beginning in May 2024. The successful candidate enjoys working with people and possesses the ability to work collaboratively with parish staff and parishioners. Should possess strong phone, verbal and written communication, as well as computer skills. The use of appropriate social media and digital networking for ministry purposes. Familiarity with ParishSOFT database is a plus. Open to part or full time hours based upon experience and applicants availability. Interested candidates should send a résumé to Ellen Vanden Eykel (cf@oln-parish.com).

Tor Our Lady of Nazareth Catholic Church Coordinator of Children's Faith Formation

Position Summary: First point of contact for the Christian Formation office. Oversees all formation offerings for families with children from birth through 5th grade, including the sacraments of Baptism, Reconciliation and First Communion. Daily duties vary according to time of year (see below).

Working Relationships: Your supervisor will be the Director of Religious Education. You will work with other coordinators, religious leaders and volunteers to provide the parish's Children's Faith Formation and a collaborative approach for the parish's overall growth.

Responsibilities and Tasks:

Catechetical:

Children's Liturgy of the Word (CLOW):

- Recruit, train and schedule adult leaders. Maintain a list of current volunteers.
- Choose materials, order and distribute to volunteer adult leaders.
- Set up weekly break-out space according to liturgical season.

Faith Formation:

- Post-Baptism: Will coordinate catechesis for children and/or parents between baptism and school age
- Grades K-5: Plan, schedule and coordinate all Faith Formation sessions. Includes but is not limited to:
 - Recruiting new catechists and ensuring they take the Diocesan Pathways and VIRTUS training
 - Providing resources for all children's catechists throughout the year
 - Creating and maintaining online registration, class schedules and rosters, reserving spaces on parish calendar, ordering and maintaining all supplies

Faith Camp Coordinator:

- Plan, organize and implement all aspects of Faith Camp – VBS (i.e. schedule space/volunteers, choose/order program, create and maintain online registration, obtain necessary materials/supplies, on site coordinator during Faith Camp)

Christian Formation General: Coordinate and meet regularly with Director of Religious Education, OCIA, Youth and other ministry leaders/volunteers regarding whole community events and Christian Formation calendar planning

Sacramental (will complete or oversee):

Baptism: children age 0-6

- Collect pertinent information
- Preparation class for parents as needed
- Obtain baptism garments, candles, certificates
- Announce baptisms through bulletin/newsletter

Sacramental Preparation for First Reconciliation and First Eucharist:

- Plan, organize and implement preparation sessions, retreats, ceremonies and services
- Secure catechists, schedule space for meetings and ceremonies
- Order materials/supplies
- Announce participants through bulletin/newsletter

Administrative:

Catechesis of the Good Shepherd: Assist the program to including but not limited to:

- Reserve rooms for classes, meetings and ceremonies
- Create catechist forms, lists and make copies
- Organize registrations and maintain class lists
- Communicate with Director of the program

OCIA

- Keep all collected baptism certificates until sacrament is received
- Prepare all OCIA certificates for children and adults

Budget: Plan and manage Children's Christian Formation

Supplies: Order and maintain Children's Formation office supplies

Communication: Manage group lists in and use of Flocknote system for parents and volunteers. Promote and Support Children Faith Formation through online and parish bulletin/newsletters in addition to the set up and implementation of the program

Seasonal Events: Will coordinate, assist with, or delegate help of seasonal Christian Formation and Parish-wide events (i.e. Advent Wreath Making, Easter Egg Hunt, Fall Festival, family resources for parishioners for specific liturgical seasons)

Other duties as assigned.

Physical Demands/Environment: Light physical effort required; setting up and breaking down classrooms or spaces used by programs. Will sit, stand, walk, reach, climb stairs, bend and lift up to 10 pounds as required.

Performance Appraisal: Performance appraisal is generally conducted annually.

Working Conditions: This is an hourly position, 20 to 40 hours based upon experience and applicant's availability. Most hours are M-F 8-4 in the parish office. Occasional nights and weekends as needed based on programs offered. Zoom and in person meetings as requested by Diocese and Office of Christian Formation.

Position begins preferably in May.

Non-exempt:

This is a non-exempt hourly position according to the Fair Labor Standards Act. [See p. 9 of the ***Called to Work in Harmony: Personnel Policies for Lay and Religious Employees.***]

Qualifications:

Prior relevant experience preferred, Bachelor's degree or willingness to work toward equivalent certification in Faith Formation. An understanding of the Catholic Faith and the sacraments is required and should be an active, practicing member of the Catholic faith. Desire to help children and adults to deepen their faith and the ability to work with parents to foster the faith formation of their children. Ability to work in a collaborative environment, good organizational, planning and communication skills are needed.

Benefits: Per Diocesan policy as outlined in the ***Called to Work in Harmony***.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I have read this job description and understand it, and I have received a copy.

Employee Signature

Supervisor's Signature

Date

Date