



## **CHILDREN'S FAITH FORMATION & SACRAMENTAL PREPARATION COORDINATOR**

**Job Title:** Children's Faith Formation & Sacramental Preparation Coordinator

**Opening Date:** May 16, 2017

**Location Name:** Resurrection Catholic Parish

**City:** Tualatin

**State:** OR

**Zip:** 97062

**Job Number:**

**Job Category:**

**Position PTE:** Part Time

**Term of Service:** 12-month

### **Position Summary:**

Provides direction, coordination, formation and management of all activities related to the parish's faith formation process for all pre-K through 5th grade children who are enrolled at Resurrection parish and for the children enrolled at Resurrection Catholic Preschool & Kindergarten. This is a 12-month position.

### **Essential Duties and Responsibilities:**

#### **Faith Formation-**

- Has primary responsibility for the weekly faith formation of all parish children (Pre-K through Grade 5) as well as regularly scheduled sessions for catechist and for parents.
- Initiates, coordinates and implements faith formation sessions for Pre-K through Grade 5 children, as well as sacramental preparation (First Reconciliation and First Communion) for the children involved in faith formation (called "Life Kids") and at the parish's preschool & kindergarten as appropriate.
- Initiates, promotes and coordinates retreats, prayer services, family events for the children involved in Life Kids and for their families.
- Involves the Life Kids children in Sunday liturgies and parish social events as appropriate.
- Plans and leads the parish Christmas Pageant for the children in the parish. Recruits and trains volunteers as needed.



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- Plans and leads a summer Vacation Bible School for the children in the parish. Recruits and trains volunteers as needed.
- Reviews and prepares age appropriate catechetical materials that are consistent with Catholic Church teaching and acceptable to the Archdiocese of Portland.

### **Administrative and Leadership-**

- Collaborates with the pastor and other faith formation staff in planning, implementation, evaluation of the faith formation ministry and the utilization of facilities.
- Establishes and maintains a calendar of faith formation sessions as appropriate.
- Manages a budget and maintains current and accurate records in consultation with the pastor, the faith formation team, and the business manager.
- Works cooperatively with other parish staff regarding registration, training, commissioning, and the recruitment and support of volunteers and catechists. Attends staff, vicariate, and diocesan meetings as scheduled.
- Assists and coordinates the involvement of children in the parish's Christmas Children's Mass.
- Monitors and maintains accurate records in regards to the parish Child Protection Program as required by the Archdiocese.
- Performs other tasks as assigned by the pastor.

This position is open until filled. Cover letters and resumes may be directed to: [Mbashoury@rcparish.org](mailto:Mbashoury@rcparish.org) at Resurrection Catholic Parish.