



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Children's Faith Formation Coordinator

Opening Date: 09/02/2021

Closing Date: 09/24/2021

Location of Job: St. Clare Catholic Church

Location Address: 8535 SW 19th Ave, Portland, OR, 97219

Position: Non-exempt; 18hrs/wk; 10 mos./yr.

Position Summary: Oversees the planning, coordinating and implementing of the Children's Faith Formation, Sacramental Preparation, and Youth Ministries in conjunction with the Pastoral Associate and Pastor. The Children's Faith Formation Coordinator works with parish staff in aligning programs with parish goals and themes. As a member of the parish staff the position requires a lifestyle of high moral standards consistent with Catholic teachings, both on and off the job.

Primary Responsibilities: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Participates in the comprehensive planning and operation of Sacramental Preparation for First Reconciliation, First Communion, and Confirmation.
2. Provides leadership in the design and administration of Children's Religious Education (PreK – 5th grade), Children's Liturgy of the Word, and monthly Family Masses, especially signing up and training readers.

3. Serves as trainer for Child Protection programs (Called to Protect and CASE), responsible for training volunteers in conformity with diocesan standards. Works with Business Manager to assure all volunteers and staff are in compliance.
4. Establishes a calendar of Sacramental Preparation and Faith Formation activities and special events in collaboration with the Pastoral Associate.
5. Selects and prepares curriculum, parent materials, student materials and audio-visual aids for classes, activities and workshops in collaboration with the Pastoral Associate.
6. Recruits, coordinates, trains and supervises volunteers for Sacramental Preparation and Faith Formation.
7. Assists the school and the preschool/daycare by providing requested resources, including training of the teachers as requested.
8. Communicates well with parents and students concerning all programs.
9. Oversees room set-up for classes, activities and workshops as needed.
10. Provides content updates for relevant sites on the parish webpages/social media.
11. Provides promotional materials in a timely manner for the parish bulletin, school Dragon Post and Preschool newsletter. Works with the Pastoral Associate to revise and edit these materials as needed.
12. Plans and coordinates special liturgies conferring the Sacraments.
13. Provides class rosters and fee schedules, as well as final list of sacraments received, to the Parish Administrative Assistant for record keeping purposes.
14. Approves reimbursement requests from volunteers involved in programs.
15. Is aware of and complies with diocesan regulations/procedures pertaining to children/youth.
16. Attends Parish Staff Meetings.
17. Attends Masses where sacraments will be held, especially those with children.
18. Other duties as assigned.

JOB SCOPE: Position encounters frequent new and varied work situations. Works collaboratively with Parish Staff. Improper individual actions could result in delays and errors in paperwork and interactions, as well as poor public relations. Contacts are usually made with others both inside and outside the parish. Contact may be made by own initiative, or by supervisor request, and sometimes contain confidential/sensitive matters.

Required Knowledge, Skills and Abilities:

SPECIFIC JOB SKILLS: Proven ability in organizational and communication skills. Must be able to prioritize workload to meet program requirements. Ability to work both independently and as a member of a pastoral team. Must be flexible, creative, accurate and responsible.

EDUCATION AND/OR EXPERIENCE: Bachelor's Degree in Education, Theology, Pastoral Ministry or related field. May substitute experience for degree. Must be a practicing Roman Catholic. Practical experience working in parish setting. Proficient in MS Office, including Publisher, PowerPoint, Excel and Word. Valid Oregon driver's license required.

Physical Demands:

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, type, hear, handle and perform various motions of the hands/wrists. Lifts and moves items up to 20 pounds.

WORKING ENVIRONMENT: Work is normally performed in an office, meeting room, classroom, liturgical or recreational setting. Employee may be required to attend scheduled evening and weekend meetings and functions. This position requires observance of set office hours, but with the flexibility of working a varied schedule upon request.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES: Program volunteers

This position may be combined with our posting for Pastoral Associate dependent upon education and qualifications.

Please send resume and cover letter to Shelley Worrell, Business Manager, St. Clare Parish at shelley@saintclarechurch.org to apply.