

**POSITION TITLE:** Coordinator of Faith Formation

**Opening Date:** July 20, 2022

**Closing Date:** When Filled

**Location of Job:** Holy Family Catholic Church

**Location Address:** 3732 SE Knapp St. Portland, OR 97202

**Position:** Part-time, 25 Hours per week, Benefits Eligible

**GENERAL STATEMENT OF DUTIES:** Provides leadership in design, implementation and administration of the Faith Formation and Confirmation Programs of the parish under the supervision of the Director of Pastoral Ministry and the Pastor. The Faith Formation Coordinator will integrate Faith Formation and Confirmation Programs into the mission of the parish.

***Faith Formation***

1. Participates in planning, coordination, implementation and evaluation of Faith Formation for children and their parents through 5<sup>th</sup> grade.
  - ◆ Sunday RE classes
  - ◆ Sacramental Preparation (1<sup>st</sup> Reconciliation and 1<sup>st</sup> Eucharist)
  - ◆ Liturgy of the Word for Children
2. Recruits, motivates and trains catechists and volunteers.
3. Assists in the personal faith growth among catechists as a Christian Community.
4. Establishes and maintains calendar of classes, training, activities and events – includes preparing promotional materials, adding bulletin announcements and informing website manager for updates.
5. Maintains current and accurate Faith Formation records.
6. Opening and lock-up of school and classrooms and Celebration Hall for Sunday Programs. Maintains supplies for programs. Maintains basement storage/ materials.
7. Coordinates Seasonal Activities (Advent Fair, Saint Festival, Living Nativity & Living Stations)
8. Leads Vacation Bible School.

### ***Confirmation***

1. Plans, develops, leads Confirmation program, and secures necessary texts and materials in collaboration with the Director of Pastoral Ministry. Observes national and archdiocesan guidelines regarding youth and religious education policies.
2. Keeps parents informed as to program mission and activities, and invites them to become involved in the program.

### ***Other Responsibilities:***

1. Supervises the implementation of C.A.S.E. Trainings for parish volunteers and works with the School for the joint submission of the Parish and School Annual Report to the Archdiocese.
2. Manages the Parish ministry scheduler.
3. Assists in the management of the budget for Faith Formation and Confirmation programs.
4. Other Tasks as needed.

**EDUCATION AND/OR EXPERIENCE:** Degree in Pastoral Ministry in theology, religious education or ministry formation certificate preferred. 2-4 four years' ministry experience with focus on religious education programs in parish, pastoral center or other related entity preferred, along with knowledge and understanding of church organization and operational procedures. Professional on-going education and familiarity with religious education will be expected. Have knowledge of periodicals, events being held, and resources available. Membership in groups of coordinators will be expected. Practicing Catholic required. Valid driver's license required.

*Please send resume to Krisi Christensen at [pastoralministry@holymfamilyportland.com](mailto:pastoralministry@holymfamilyportland.com) to apply.*