



**ST. MARY'S**  
CATHOLIC CHURCH

- Job Title:** *Faith Formation Coordinator*
- Department:** Evangelization and Faith Formation
- Hours:** Part Time, variable depending on time of year, an overall average of 8-10 per week
- Reports to:** Director of Evangelization and Faith Formation

**Position Overview:**

To encourage, support, educate, empower and evangelize St. Mary's parents as the primary educators of their children's faith by coordinating and administering the *Family Faith Formation* program. Additionally, this position manages and maintains sacramental records for *Family Faith Formation*, Baptismal preparation, Confirmation and RCIA as well as Safe Environment training and records for all catechists and volunteers within the Faith Formation department.

**Responsibilities:**

Family Faith Formation (FFF)

- Work with the Director of Evangelization and Faith Formation to schedule and plan monthly *Family Faith Formation* gatherings for parents and children K-8
- Help identify and book monthly guest presenters for parent sessions (both English speaking and Spanish speaking)
- Assemble or delegate assembly for *Family Faith Formation* home lessons
- Create content and manage all FFF related communication, including:
  - A weekly parent e-newsletter (Flocknote) featuring extra resources to nourish prayer and faith growth, home lesson reminders, invitations to parish life and special events or opportunities
  - Text and e-mail reminders for each upcoming FFF gatherings (Flocknote)
  - A monthly catechist prep e-mail (Flocknote)

- Run each monthly *Family Faith Formation* gathering, which includes:
  - Unlocking doors and posting directional signage
  - Setting up the check-in table and home lesson pick-up station
  - Supporting catechists with any classroom needs
  - Taking attendance as parents arrive
  - Introducing the monthly guest speaker
  - Walking parents through the monthly home lesson packet
  - Facilitating the monthly Mass attendance giveaway
  - Cleaning up (or delegating clean-up) and locking building
- Oversee First Sacraments (First Reconciliation/First Communion) in 2<sup>nd</sup> grade as part of the *Family Faith Formation* program
- Manage FFF program registration, tuition and attendance

### Sacramental Record Keeping

- Collect, organize and record necessary information for individuals preparing to receive sacraments. This includes, but is not limited to:
  - Infant Baptism
  - First Reconciliation in second Grade
  - First Communion in Second Grade
  - Confirmation in Tenth Grade
  - Baptism, Communion and Confirmation for Adults in RCIA
  - Baptism, Reconciliation and Communion for older children
  - (May also include marriages and deaths)
- Ensure consistent, timely, and accurate recording of all above sacraments in the appropriate Sacramental Register
- Manage and maintain up-to-date family information, records, registration and tuition within the ParishSoft database
- Oversee collection of Safe Environment forms and training certification for catechists and volunteers within the Faith Formation department, including background check, confidential questionnaire and annual verification forms
- Notify other parishes of sacramental changes for their parish members
- Assist with coordinating and communicating occasional catechist training, both in-person and through *Franciscan at Home* online
- May be responsible for supervising members of the Faith Formation team such as catechists, assistant catechists, youth ministers and volunteers
- Work with Director of Evangelization and Faith Formation, bilingual parish secretary and assistant to ensure that all of the above responsibilities are accomplished for Spanish-speaking families as well

### General

- Complete 6 hours of annual training through *Franciscan at Home* online training
- Attend monthly DRE meeting with Director of Evangelization and Faith Formation
- Occasionally attend meetings or parish Masses when needed for registration help, sacramental record collection or promoting *Family Faith Formation*

## **Qualifications:**

To perform this job, the requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Passionate Catholic devoted to weekly Mass attendance, frequent confession, committed prayer and ongoing personal discipleship and spiritual formation
- A heart to connect with, support, encourage and evangelize parents and families
- Familiarity with the Sacraments (Baptism, Communion, Confirmation, Marriage)
- Excellent organizational and administrative skills
- Excellent communication skills, both verbal and written
- A precise love for details with every "i" dotted and "t" crossed (literally!)
- Professionalism and the ability to interact well with a variety of individuals
- Bilingual capability (English and Spanish) preferred but not required
- Ability to organize and manage multiple priorities with minimal supervision
- Proficiency with the Internet and basic computer skills
- Proficiency with word processing, spreadsheets and database entry
- Preferred familiarity with any of the following: Flocknote, ParishSoft, Canva
- Able to lift and carry items weighing up to 25 pounds
- Conformity with the guidelines and policies of the Diocese of La Crosse
- Advanced Certification as a Catechist through the Diocese of La Crosse (or committed to attaining it promptly after hire through *Franciscan at Home* online training)