

Job Title: Coordinator of Christian Formation

Reports To: Director of Religious Education

Employment Status: Full-time

Work Schedule: Includes office hours plus regular evenings/weekends as needed for programs, classes, and parish events.

Position Summary

The Coordinator of Christian Formation serves the mission of the parish by planning, implementing, coordinating and evaluating faith-formation programs for children, youth, and adults. Working under the guidance of the Pastor and the Director of Religious Education, the Coordinator fosters discipleship, sacramental preparation, and community through the teachings of the Catholic Church.

Key Responsibilities

- • Develop, organize and oversee the faith-formation program for designated age-groups (e.g., children, youth, adults).
- • Coordinate sacramental preparation programs (e.g., Baptism, First Reconciliation, First Communion, Confirmation) in alignment with diocesan guidelines.
- • Recruit, train, support and supervise the Christian Formation Assistant and catechists.
- • Manage registration processes, scheduling, communications, and materials for formation programs and baptisms.
- • Communicate effectively with families, participants, volunteers and the broader parish community.
- • Maintain accurate records: attendance, sacramental data.
- • Collaborate with the youth group ministry to integrate formation into parish life and events.
- • Participate in parish staff meetings, formation-related diocesan meetings or professional development opportunities, and continuously reflect on one's own spiritual formation.
- • Perform other duties as assigned by the Pastor or Director of Religious Education relevant to formation ministry.

Qualifications & Skills

Required:

- • Practicing Catholic in good standing with the Church, committed to its mission and teachings.
- • Strong organizational, communication (written and verbal), interpersonal and leadership skills.
- • Must be fluent in English and Spanish.
- • Experience in ministry or religious education.
- • Ability to manage multiple tasks, meet deadlines, work some evenings/weekends, and engage with children, youth, families and adults.
- • Proficiency with computers and standard office software (Word, Excel, email, social media).

Preferred:

- • Bachelor's degree in theology, Religious Education, Pastoral Ministry or related field (or equivalent experience).
- • Previous experience in Catholic parish faith formation, sacramental preparation, and volunteer supervision.
- • Familiarity with diocesan catechetical norms, sacramental preparation, best practices, and safe-environment requirements.
- • Creative and innovative thinker, able to design engaging formation experiences and adapt to evolving parish needs.
- • Experience working with multicultural and intergenerational parish communities.

Work Environment & Conditions

- • Office-based during the week plus requiring presence during Wednesday evening classes, and occasional weekend Masses for special events.
- • Interaction with staff, volunteers, families and parishioners; collaboration across ministries.
- • May involve lifting or moving storage boxes containing files.

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