

Family of Faith First Communion Coordinator

(Part Time, Exempt)

Position Description

Our First Communion Coordinator participates in the Family of Faith team by ensuring that the Family of Faith vision is implemented for those preparing to receive First Reconciliation and First Eucharist.

Responsibilities and Duties

(1) Supervises and implements the formation of those preparing for First Eucharist

- Collaborate with the Discipleship Director in planning the programming for families and at-church support for First Reconciliation and First Eucharist.
- Oversee, support, and motivate families to complete at-home materials
- Implement and oversee at-church support for First Reconciliation and First Eucharist, including parent formation session, sacrament retreats and sacramental celebrations
- Assure that the candidates meet all requirements for registration and are properly enrolled
- Oversee the means of communication with parents
- Collaborate with the Family of Faith director on administrative tasks such as calendar planning and monitoring an annual budget
- Oversee volunteer efforts for programming. Offer regular support, encouragement, and promotion of ongoing formation for their catechesis and evangelization
- Responsible for adherence to Diocesan policies for those ministering to children.
- Recruit and develop a team of trustworthy and capable catechists for all levels of formation
- Obtain relevant resources which complement efforts in family ministry for sacramental preparation and liturgical participation
- Participate in Family of Faith team meetings and planning
- Supports Vacation Bible School as the staff point person

Qualifications and Skills:

- An actively practicing Catholic with a strong sense of the importance of Christian Discipleship and formation, with a desire to carry out the mission of the parish.
- Demonstrated experience in relevant professional ministry setting
- Strong understanding and practice of the Catholic faith, including the Sacraments, as evidenced by a minimum of a Bachelor's degree in Theology, Catholic Studies, Religious Education or a related field, or other relevant coursework
- Ability to relate effectively with staff, volunteers, parishioners, guests, adults, and young people
- Strong interpersonal skills and ability to build and motivate a team
- Ability to work flexible hours, including nights and weekends as required
- Proficiency with or ability to learn Microsoft 365 applications
- Successful candidate will be required to submit to a criminal background and credit check, and complete VIRTUS and Protecting God's Children Safe Environment Training

Hours and Compensation:

- Part Time year-round, FLSA exempt position
- Ability to work flexible hours, including nights and weekends as required
- Compensation to be commensurate with experience