

Roles and Responsibilities

Parent/Guardian

You model your faith for your children daily. What your child will learn from faith formation class depends on your support and reinforcement at home, attending Sunday Mass as a family, and family prayer. Your interest and encouragement let your child know you value what is being done in the faith formation class. Learning prayers and the Catholic faith cannot be done only during class time. We expect you the parents to work with your child at home by using the family activity pages of the text and by dialoguing with your child about what is being learned in the classroom.

Catechist

The role of the catechist is to “echo the Good News.” The Good News is the message of Jesus and the Catholic Church, prayer and worship, community with each other and within the parish, and service to all peoples. Catechists help lead the children to grow in their faith and relationship with Christ in the Church.

Cluster Faith Formation Commission (FFC)

The Cluster FFC is responsible for establishing goals, setting policies in collaboration with the Archdiocesan Board of Education, setting the budget, implementing programs, and evaluating the programs with the Coordinator of Faith Formation &/or Coordinator of Youth Ministry. Members are elected or appointed from each parish. The Pastor/Parish Life Coordinator and the Coordinator of Faith Formation &/or Coordinator of Youth Ministry serve as ex-officio members.

Coordinator of Faith Formation

The Coordinator of Faith Formation (CFF) is a catechetical leader and administrator who is responsible for overall direction of parish catechetical programs. This includes working with the pastor(s), other ministers, and appropriate committees, boards, or councils involved in setting policy and planning; supervising coordinators, designing catechetical programs; assisting in liturgical planning; conducting sacramental preparation workshops; and providing opportunities for catechist formation.

Coordinator of Youth Ministry

The Coordinator of Youth Ministry (CYM) is a catechetical leader who is responsible for the parish catechetical program(s). This includes working with the pastor, the Coordinator of Faith Formation, appropriate committees, boards or councils, and other staff members to implement catechetical program(s).

Faith Formation Site/Hall Monitor

This person is responsible for preparation and readiness of the facility for faith formation sessions as well as providing attendance record information, knowing and enforcing discipline procedures, and being a supportive presence to the catechists and students in the building. A site supervisor is accountable to the Coordinator of Faith Formation/Coordinator of Youth Ministry.