

Saint Cecilia Parish

Job Title: Faith Formation Coordinator (F.F.C)

Reports to: Pastor

FLSA Status: PT Non-Exempt (hourly)

Job Summary: To develop, maintain, and coordinate catechetical programs from pre-k through youth for Saint Cecilia Parish.

Responsibilities

- Preparing the children from the school and from the parish faith formation program for the sacraments of Reconciliation, First Communion and Confirmation
- Research the needs and preferences of parents to determine the best type of religious education programs for the parish (formats, materials, scheduling)
- Develop and maintain catechetical programs for all age groups
- Develop curriculum in keeping with the guidelines of the Archdiocese
- Develop a new parent handbook of religious education policies (registration, attendance, discipline, evaluation process, sacramental preparation procedures, etc.)

Recruitment and Training of Volunteer Personnel

- Recruit enough catechists and aides to conduct the parish's catechetical programs
- Provide regular in-services to train catechists in accords with the basic catechist certification of the California Catholic Bishops Certification and see that they are certified within three years
- Provide periodic spiritual enrichment and community-building experience

Administration

- Provide continued mentorship to catechists and volunteers
- Discuss annual budget with the pastor and oversee expenditures after its approval by the finance council
- Coordinate with the parish manager for use of the facilities needed to conduct the catechetical program; oversee the proper use and maintenance of these facilities

- Maintain accurate records related to registration and attendance, as well as any required documentation related to sacramental preparation and celebration

Communication

- Report regularly to pastor
- Attend parish staff meetings and provide updates to pastor and/or pastoral associate regularly on matters pertaining to the catechetical program
- Inform parents in a timely manner of program events and policies - registration, fee/tuition policy, sacramental preparation schedule and policies, parent meetings, enrichment opportunities, etc.
- Maintain regular contact with the school liaison to ensure cooperation and mutual support
- Maintain regular contact with the pastor and/or the Archdiocese of San Francisco Office of Faith Formation and be updated of its policies, any programs offered and any information required.

Continuing Education and Professional Development

- Maintain membership with National Conference for Catechetical Leadership (NCCL)
- Attend appropriate workshops at the pastor's discretion and the Archdiocese of San Francisco's Office of Faith Formation.

Qualifications

- Must be a practicing Catholic and well-versed in Catholic Church teachings
- Bachelor's degree in religious education or related fields (theology, education)
- Strong leadership and administration skills
- Strong oral and written communication skills
- Basic skill in using a computer
- Familiarity with Microsoft Office

Other:

- Other duties as assigned

All interested applicants should submit their resume, application and references to Alvin Martin, Parish Manager at St Cecilia Catholic Church, 2555 17th Avenue, San Francisco, CA 94116 or email at parishmanager@stcecilia.com

The Archdiocese of San Francisco adheres to the following policy: "All school staff of Catholic Schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories."