

# **COORDINATOR OF CHILDREN'S FAITH FORMATION**

## **TYPICAL DUTIES AND RESPONSIBILITIES**

### **I. Administration**

1. Set a program schedule
2. Order program facilities
3. Coordinate Children's Faith Formation calendar and use of facilities
4. Establish program procedures
5. Assign catechists and other volunteers
6. Provide program materials
7. Publicize program
8. Provide for classroom set-up
9. Set and enforce facility guidelines
10. Ensure safe environment for learners
11. Schedule and preside at Religious Ed staff meetings

### **II. EDUCATOR/MASTER TEACHER**

1. Plan Curriculum
  - a. Assess learner's needs
  - b. Exercise sensitivity to family circumstances of learners
  - c. Employ Diocesan guidelines
  - d. Incorporate prayers, service and outreach at all levels
  - e. Integrate the whole of Church teaching throughout the curriculum
  - f. Establish long-term goals
  - g. Review resources
  - h. Select program materials with input from catechists and Pastor
  - i. Plan parent sacramental education with Pastor and catechists
  - j. Work with Liturgy committee to plan sacramental celebrations
2. Recruit and form catechists
  - a. Search out prospects
  - b. Build community
  - c. Explain the role and duties of a catechist
  - d. Fulfill Diocesan guidelines
  - e. Provide teacher training
  - f. Provide opportunities for on-going faith development
  - g. Establish a support system

### **III. YOUTH ACTIVITIES**

1. Religious/Educational
  - a. Once-a-month activity (September through June) e.g. speakers, Liturgy, etc.
  - b. Retreats or days of recollection for various age levels
  - c. Support groups if desired
2. Ministerial Service Projects
  - a. Aides for Children's Liturgy of the Word

### **IV. SUPERVISOR**

Supervises and evaluates the operation of the programs, personnel, activities, and facilities

### **V. RESOURCE PERSON**

1. Study resources in church documents, scripture and catechetical documents
2. Resource person for the content of the program
3. Resource person for audio-visual aides and equipment

### **VI. PUBLIC RELATIONS**

1. Meet regularly and establishes a rapport with the Pastor and Administrator
2. Seek information from other ministers and staff
3. Serve as resource person for other ministers
4. Participate in other meetings as necessary
5. Serve as liaison between the parish and Diocesan personnel

### **VII. FINANCES**

Prepares and proposes budget for parish Faith Formation programs

### **VIII. EXPENSES**

1. Coordinator of Children's Faith Formation will be reimbursed for travel expenses (according to Diocesan guidelines)
2. Coordinator of Children's Faith Formation Workshop and Retreat Fees will be paid by the Parish