

**Saint Catherine of Siena
26 Mendon-Ionia Rd.
Mendon, NY 14506**

Job Description: Coordinator of Children's Formation

Reports to: Pastor

Status: Non-Exempt

Position Purpose: The greatest percentage of this position will be responsible for formation in grades PreK through 4th grade. This position is rooted in parish wide efforts and mission of our ongoing commitment to hospitality and stewardship to help foster a healthy future for our parish of St. Catherine of Siena. St. Catherine of Siena is a stewardship parish sharing time, talent, and treasure in gratitude for God's many gifts and blessings in our individual and collective lives.

Job Responsibilities

- Responsible for the execution and organization of all materials and resources for Sunday Religious Education, Home Study, and Faith Festivals program based on Diocesan requirements.
- Maintain, Manage and provide files and resources for all catechists.
- Organize and oversee the Faith Formation Registrations including Sacraments.
- Collaborate with the Pastoral Associate of Faith Formation on department budget and calendar planning.
- Serve as ex-officio member of Parish Pastoral Council with Pastoral Associate of Faith Formation.
- Diocesan Creating a Safe Environment, training and record maintenance
- Organize and Execute Vacation Bible School program
- Participation in Diocesan gatherings and Monroe East Deanery meetings.

Other responsibilities

- Staff Liaison for ChristLife program
- Assist in some liturgical aspects of parish life during holidays, holy days and special Masses.

QUALIFICATIONS:

- Certificate in Catechetical Leadership or five years Faith Formation Ministry
- Active member of a Roman Catholic parish family community
- Excellent public relations representative for the parish to those who call, write, or visit the parish office
- Demonstrates ability to set priorities and organize work effectively and efficiently, including developing and maintaining effective record-keeping
- Computer proficient in Word, Publisher, and Excel and successful experience or ability to learn parish data and word processing system
- Ability to compose correspondence and reports
- Ability to honor and maintain confidentiality