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|  | St. John the Evangelist, Hopkinton, Mass.  **Position Description** |

**TITLE: Part-Time Faith Formation Coordinator Grades 1-6**

**REPORTS TO: Pastor/ Administrator of the Parish**

**JOB PURPOSE:** The Faith Formation Coordinator’s (FFC) primary responsibility is to develop and implement religious education program for elementary, age students, provide faith formation events and parent events.

**DUTIES AND RESPONSIBILITIES:**

Business Functions

* Maintain accurate records associated with sacramental preparation and celebrations.
* Gain approval of the Business Manager for any expenses of programs beyond what is directed by the Faith Formation Program and Budget.
* Maintain a liaison with the Diocesan Religious Education Office; Family Life Office; and Child Advocacy Office.
* Continue personal and spiritual formation as well as professional growth through reading and conferences as budget allows.

Program Development

* Design the program calendars and schedule events and service for youth in Grades 1- 6 including Sacramental programs in conjunction with pastor.
* Review, recommend to the pastor suitable textbooks and teaching aids
* Develop Sacramental Preparation Programs for the sacraments of First Reconciliation, First Eucharist, including parent instructions/meetings for the Sacraments of First Reconciliation & Holy Communion
* Establish, train and mentor a Faith Formation Team of adult volunteers to advise and implement the Faith Formation Program.

Program Implementation

* Implement Religious Education/Faith Formation schedule for the year .Recruit and train adult volunteer catechists and other volunteers in the Religious Education/Faith Formation program for gr. 1-6. Provide guidance to adult teachers and other volunteers for professional development.
* Implement Sacramental Preparation Programs for the sacraments of First Reconciliation and First Eucharist,
* Encourage the participation of parents and or guardians in grades 1-6, in order to enhance the religious development of the students and their families.

Coordinator of Child Advocacy and Safe Environment Programs

* Ensure compliance of the Policies and Procedures for the Protection of Children including the training of adults (>17yrs) to give surety of the proper administration of all parish programming and implementation and management of the Archdiocesan Mandated Safe Environment Education curriculum.
* Coordination and Implementation of Protecting God’s Children for Adults Awareness Program.
* Coordination and Implementation of Talk about Touching for Grade 1 – 3.
* Coordination and Implementation of Keeping Kid’s Safe Program for Grades 4 – 6.

**QUALIFICATIONS:**

* Must be a practicing Catholic with a solid knowledge of Catholic doctrine in full consent with church teaching in matters of faith and morals.
* Must enjoy working with young people in 1st through 6th grades and want to share his/her faith in a creative and collaborative manner.
* Strong written, verbal, organizational, and facilitation skills are required.
* Knowledge of basic computer programs such as Word and Excel are desirable as well as a familiarity with social networking tools and their use in ministry.
* Experience in Coordinator’s Role for religious education program is desired.

**Please mail resume to:**

Rev. Richard Cannon, St. John Parish

20 Church Street, Hopkinton, MA 01748