



St. Bonaventure Catholic Community

5562 Clayton Rd
Concord CA 94521
925-678-2800

Job Title: Children's Faith Formation Coordinator

Department: Religious Education

Job Grade: M-3

Category: Exempt

Salary Range: \$63K - \$77K/annually

Reports to: Department Director and the Pastor

Position Overview:

This position is to join our team to provide Christian formation, religious education and sacramental preparation to children ages pre-school to 5th grade working under the department director. The ideal candidate shares our goal to help children parishioners nurture a love and devotion to their Catholic faith and identity with the involvement of their parents. The CFF Coordinator ensures that the curriculum, volunteers, and the implementation of all children's faith formation programs support the teachings of the Church, encourage opportunities for involvement in parish life, and focus not only on catechesis but also on evangelizing the children and parents of the parish community.

Essential Job Functions:

Volunteer Management

- Recruits, trains, and supervises volunteers as catechists for faith formation.
- Train and evangelize volunteers on the mission of the department. Providing retreats and training for volunteers.
- Ensures Safe Environment compliance with Diocesan guidelines for staff and volunteers.

Communication

- Issues communications in various forms (mail, email, webpage, phone, etc.) to increase contact and flow of information among all who participate in the programs.
- Competent in using programs such as PDS, flocknote, sign-up genius, and other parish programs.
- Integrates and complements the activities of the parish community into all children's faith formation education programs.
- Ensure curriculum promotes the formation and evangelization of the children of the parish.

Curriculum Development

- Plan and evaluate program curriculum for children.
- Works with director to review and order textbooks/online curriculum for Children's Faith Formation
- Creates schedules and syllabuses for the year for Faith Formation.
- Acts as a resource person in methods and some areas of theology.

Spiritual and Professional Growth

- Ensure ongoing training for volunteers and staff members.
- Works with families and parents to provide formation and evangelization activities.
- Continues professional development and spiritual enrichment through professional reading, seminars, conferences, retreats and institutes, while keeping continuing education costs within budget guidelines.

Projects and Events

- Co-coordinates Vacation Bible Camp every year. Helping with directing the children, coordinating administration, planning events, decorating for the event, and registration.
- Directs the Christmas pageant every year on Christmas Eve with Faith Formation children.
- Creates events for parish involvement with parents and families to increase evangelization and formation efforts. (i.e. parent formation sessions, fundraisers, special events for families at the parish)

Administrative Functions

- Reviews the annual budget for Children's Faith Formation program.
- Timely submits bills and invoices to be signed off by department director.
- Submits finance requests or budget change requests for director's approval.

Non-Essential Job Functions:

- Participates in religious education meetings, Pastoral Staff Meetings and Staff Retreat days.
- Attends meetings as necessary with ministry leaders and other parish leaders.
- Attend parish functions as needed.
- Other duties as assigned.

Requirements:

- A practicing Roman Catholic with an understanding of theology, evangelization, and Catholic church teaching.
- Bachelor's degree in related field. (theology, catechetics, pastoral ministries, etc.)
- Bi-lingual in Spanish preferred but not required.
- Two to three years of experience in the religious education field
- Strong spiritual leadership skills.
- Excellent interpersonal, management, communications, public speaking, and presentation skills
- Must have skills necessary to organize and implement large, program-wide events.
- Good software skills, including Microsoft Office (or equivalent), PDS, google programs, Flocknote, parish programs, etc.
- Must be able to have flexibility in work hours

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

This is a full-time, exempt position with full diocesan benefits, including health, vacation/sick leave accruals, 8% salary contribution toward diocesan retirement account, among others. Interested candidates, please send your resume and cover letter to:

Jerome Baybayan at jbaybayan@stbonaventure.net

Position open until filled.