



Job Title: Faith Formation Coordinator

Department: Faith Formation

Category: Exempt

Job Grade: M-3

Salary Range: \$60,600 - \$75,700 and compensation includes full diocesan benefits, including health, dental/vision, sick and vacation accruals, as well as retirement contribution of 8% of salary into the Lay Employee Retirement Plan.

Hours p/week: 40 hours/full time, includes some evenings and weekends

Reports to: Parish Pastor

Position Overview:

St. Theresa is a flourishing community rooted in a rich history and a thriving parochial school. We are seeking a **Faith Formation Coordinator:** a strategic leader called to cultivate a vibrant sacramental life and a dynamic youth culture. Inspired by the **“Little Way” of St. Thérèse**, this individual will perform ordinary tasks with extraordinary love to inspire lifelong discipleship across the parish. A cornerstone of this role is a robust partnership with St. Theresa Catholic School, ensuring a seamless integration of faith between the classroom and the parish family. Ultimately, the coordinator oversees all faith formation curricula and volunteers, implementing programs that uphold the teachings of the Church and invite every parishioner into active, joyful participation in parish life.

Essential Job Functions:

1. Faith Formation

- ◆ **Reconciliation and First Communion:** Implement a collaborative curriculum for children in both parish and school, facilitating parent workshops and family retreats.
- ◆ **Confirmation:** in collaboration with churches at the Deanery level, lead a multi-year preparation process for teens, focusing on spiritual growth, service and intentional discipleship
- ◆ **KinderChurch program (3 yrs - Grade 1):** fosters a joyful and nurturing introduction to faith for children ages 3 through Grade 1 by designing age-appropriate liturgical experiences and supporting families in building a foundational spiritual connection; collaborate with school service learning coordinator to recruit middle school student “assistants” to serve during KinderChurch sessions.
- ◆ **Family Faith Formation (Grades 1 - 5):** oversee the implementation of existing elementary religious education within the school, as well as with parish youth Grades 1 - 5. Empower parents as primary educators to foster a vibrant, supportive community for young children and their families.
- ◆ **Middle School (6th - 8th Grade):** Foster a sense of belonging through high-energy sessions, social outings, and catechesis tailored to early adolescence.
- ◆ **High School (9th-12th Grade):** Build a relational ministry model that challenges teens to live on mission through “Life Nights,” small groups, and leadership opportunities
- ◆ **OCIC Ages seven years through high school:** Conduct a comprehensive, age-appropriate educational journey that fosters spiritual growth, academic excellence, and character development for students from second grade through high school graduation entering into the Catholic faith.
- ◆ **Retreats & Outreach:** Organize annual retreats, mission trips, and summer programs like Vacation Bible School (VBS) to keep the youth engaged year-round

2. Parish-School-Family Partnership

- ◆ **Collaboration:** Act as a bridge between the parish and St. Theresa Catholic School, ensuring sacramental programs are unified for all students.
- ◆ **Involvement:** Partner with the STPC and the School Advisory Board to foster a “one community” philosophy where families are active in both school and liturgical life.
- ◆ **Communication:** Utilise parish bulletins, Flocknote, school newsletters and social media to maintain high visibility and engagement across the community

3. Supervision of Coordinator for Order of Christian Initiation of Adults (OCIA)

- ◆ **Curriculum Oversight:** Overall responsibility for comprehensive liturgical and catechetical journey for seekers, ensuring all teachings align with the Magisterium and the *National Statutes for the Christian Initiation of Adults*.
- ◆ **Leadership and Mentorship: Support program coordinator to** recruit and oversee catechists and sponsors, providing them with the theological resources and spiritual formation necessary to accompany candidates and catechumens.
- ◆ **Liturgical Coordination:** Oversee collaboration with the Pastor and Music coordinator to plan and execute the various Rites of Initiation—including the Rite of Election and the Scrutinies—ensuring a seamless transition from the Period of Inquiry through Mystagogy.

4. Overall Leadership and Administration

- ◆ **Volunteer Cultivation:** Recruit, train and mentor a core team of adult volunteers; ensure all comply with Safe Environment (VIRTUS) standards.
- ◆ **Management:** Maintain accurate sacramental records, registration databases and program budgets in alignment with Diocesan policies

Non-Essential Job Functions:

- ◆ Participates in Youth Ministry meetings, Pastoral Staff Meetings and Staff Retreat days.
- ◆ Attends meetings as necessary with ministry leaders and other parish leaders.
- ◆ Attends Diocesan meetings related to Youth ministry.
- ◆ Attend parish functions when possible.

Qualifications and Requirements

- ◆ **Faith:** A practicing Roman Catholic in good standing with a passion for the Church's mission and the spirituality of the “Little Way”.
- ◆ **Education:** Bachelor’s degree in Theology, Religious Studies, or Youth Ministry preferred.
- ◆ **Experience:** 2-5 years of leadership in parish/school ministry, with a proven ability to build partnership and manage volunteers.
- ◆ **Skills:** Exceptional interpersonal, organizational, and digital communication skills (Microsoft Office, Google Workspace, Social Media).
- ◆ Must be able to have flexibility in work hours.

This is a full-time, exempt position and includes benefits.

Qualified candidates please submit letter of intent and resume to:

Rev. Robert J. McCann, Pastor

rjmccann@sttheresaokland.org

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