



# SAINT POLYCARP CATHOLIC CHURCH

8100 Chapman Ave, Stanton, CA 90680 | (714) 893-2766 | [stpolycarp.org](http://stpolycarp.org)

*St. Polycarp Catholic Church is a tri-lingual (English/Spanish/Vietnamese) parish community, located in the Diocese of Orange.*

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## JOB DESCRIPTION

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**POSITION TITLE:** Coordinator of Faith Formation (English/Spanish)

**REPORTS TO:** Faith Formation Director

**STATUS:** Non-Exempt Part-Time Hourly (20 hours/week during school year).

**WAGE:** 18-22 per hour

**SUPERVISORY RESPONSIBILITY:** Faith Formation Office Staff Personnel

**PRIMARY PURPOSE:** The Coordinator of Faith Formation will provide leadership to catechists, volunteers & supervisory staff in the implementation and administration of faith formation programs for the children of the parish, including (but not limited to) sacramental preparation.

**CRITICAL SUCCESS FACTORS:**

1. Volunteer catechists, aides and other leaders are working together cohesively and collaboratively, on a regular basis, towards the common parish faith formation goals.
2. Parents are provided multiple opportunities for their own faith growth, as well as meeting regularly for their own sanctification.
3. The English/Spanish Faith Formation program provided to the children of the parish is vibrant, evangelical and teaching the Catholic Faith; adhering to both orthodoxy and orthopraxy.

**QUALIFICATIONS & EXPERIENCE:**

1. A deep religious commitment with a strong personal code of ethics, including maintaining confidentiality.
2. Bilingual - Able to communicate, in writing, and verbally in English & Spanish
3. Background in leading adult employees or volunteers in task related projects or personal enrichment.
4. Degree in Theology/Religious Education or Master Catechist certification or equivalent education.
5. Ability to work on days classes are held. (Monday, Tuesday, Saturday & Sunday)
6. Prior to employment, the Coordinator must complete a background check, be fingerprinted and complete Safe Environment Training as per the guidelines of the Roman Catholic Diocese of Orange.

**DESIRED:**

1. Personally developing one's own faith formation on an ongoing basis.
2. Desire to develop professional growth through workshops, courses, podcasts, books etc.
3. Proficient with computerized and cloud-based Documents/Spreadsheets/Email.

4. A member, or will become a member of, the parish community; fully integrating and knowing the wider parish members.

#### **ESSENTIAL FUNCTIONS:**

1. Recruit and train effective team of volunteer leaders as catechists & aides.
2. Meet and communicate with the catechists on a regular basis.
3. Offer ideas for ways to develop an exciting curriculum that reaches adolescents with many learning styles.
4. Provide materials to promote the growth and development of individual catechists
5. Pass on any information regarding workshops, classes, formation opportunities, etc. in a timely manner as to take advantage of early registration option when available.
6. Assist catechists in becoming certified by encouraging attendance at workshops, conference and/or minimally IPM Basic Certification.
7. Provide in-service trainings for team-building, curriculum planning, mentoring, etc.
8. Ensure that all Adult Volunteers are fingerprinted and have current Safe Environment Training Certificates, as per the guidelines of the Roman Catholic Diocese of Orange.
9. Ensure that the appropriate use of technology is being adhered to, as per the "Diocese of Orange Pastoral Guidelines for the use of Technology."
10. Delegate appropriate responsibilities to Catechists and Leaders
11. Provide multiple opportunities for Parent Faith Formation
12. Establishes open communication with parents concerning their role as primary educators
13. Provides on-going parent education classes, as well as a few parent retreat days.
14. Plan and implement Faith Formation Program for the children of the parish.
15. Develop lesson and ministry plans together with catechists.
16. Update/create program forms.
17. Oversee the collection of registration fees.
18. Implements faith formation first communion curriculum using testing module.
19. Plan and implement the First Reconciliation and First Communion ceremonies
20. Calendaring: yearly calendar planning, facility scheduling in collaboration with the Director of Faith Formation.
21. Helps prepare budget, tracks spending and processes reimbursement requests in collaboration with the Director of Faith Formation
22. Maintain or supervise the communication regarding Faith Formation via the parish website, social media (if applicable), emails to parents, bulletin announcements, flyers, etc.
23. Supervises the maintenance of records; catechist certification records, student and family enrollment information, student attendance, input of parish sacramental records
24. Attend parish staff meetings, as well as, appropriate diocesan meetings
25. Additional duties as assigned

#### **COVER LETTER**

This position requires that you be an advocate and, become a part of, the St. Polycarp community. Please, briefly answer the following question in your cover letter/email. *"What experience have you had with the Catholic Church?" (If applicable, include any experience you have had with St. Polycarp Church, in particular.)* **Please submit resume and cover letter to: David Vellanoweth | [dvella@stpolycarp.org](mailto:dvella@stpolycarp.org)**