

**Saint William Catholic Church
Round Rock, Texas
Coordinator of Elementary Faith Formation**

Classification: Full Time, Exempt
Catholic Required: Yes
Reviewed Date: 7/19/2021
Reports: Director of Faith Formation

Ministerial Character

As beloved sons and daughters of God, we, the parish of Saint William, are called to proclaim, by word and deed, the Gospel of Jesus Christ, crucified and risen. By the guidance of the Holy Spirit and the grace of the Sacraments, we endeavor to lead all souls to heaven by fostering spiritual healing and equipping all people for the work of ministry.

We are a vibrant, growing parish seeking a full-time Coordinator of Elementary Faith Formation who is a strong servant leader with the ability to work creatively in a fast-paced environment. The Coordinator of Elementary Faith Formation will use this position to strengthen and uphold the Pastor's vision and become an effective member of the Saint William staff.

Job Summary

The Coordinator will administer the programing and events in conjunction with the goals and objectives as determined by the pastor or his representative. Responsibilities will include but are not limited to coordinating evangelization and formation programs, providing spiritual and professional formation for catechists and volunteers, and working closely with the pastor and Saint William staff to increase parish devotions and discipleship. She/he fosters the full implementation of the Rite of Christian Initiation of Adults (RCIA) for children. The position reports to the Director of Faith Formation and operates under some supervision with latitude for the use of independent judgment and initiative.

Essential Job Duties

- Coordinates the outreach and evangelization of children, youth and their parents who live within the parish boundaries by welcoming and encouraging, dialoging, and discerning with interested inquirers into a well-developed and responsive ministry of formation that leads to the sacraments of initiation and full Catholic life.
- Provides suitable formation for elementary children, grades K- 5th, by using approved texts by the Diocese of Austin, and assures that all print and video materials, and supporting resourced are faithful to the teachings of the Church and developmentally appropriate.
- Forms and directs catechists the various special roles required for Christian initiation and forms the parish community, by fostering the catechesis concerning the ministry of

Christian initiation and its role in it by being thoroughly familiar with the vision, structure, goals and methods of the Rite of Christian Initiation of Adults.

- Oversees the recruitment of catechists and provides continuity and support and assures that the catechists and substitute catechists provide sound catechesis for our children and their parents.
- Ensures that resources and support is provided for parents who chose to form their children in the home.
- Collaborates with parents of children with special needs, so that the child is welcomed, formed and actively participates in the life of the Church.
- Ensures that the classes have adequate coverage by enlisting the support of catechists and substitute catechists. Sees that hall monitors are in place to support the safety of our children and assures that all adhere to ratios and safety measures as described in the Ethics and Integrity in Ministry Policies.
- Ministers by being culturally sensitive and by taking an active approach to communicate and provide materials in both English and Spanish for parents, when needed.
- Executes working knowledge of canonical and sacramental policies and procedures that affect First Reconciliation and First Holy Communion and assures children are properly disposed to receive the sacraments with reverence and devotion. Provides on-going formation for the parents of children who will receive sacraments.
- Collaborates with the faith formation staff, liturgists and musicians in preparing the First Reconciliation and First Holy Communion Masses.
- Coordinates Vacation Bible School and other events throughout the year for elementary children and their families.
- Participates in the registration process for Faith Formation programs.
- Provides required record keeping and correspondence regarding the recording of sacramental records and faith formation programs, as well as maintaining accurate files on all children involved in the faith formation program.
- Prepares, submits, and administers a proposed budget each year in conjunction with the Director of Accounting and maintains accurate financial records as required by parish policy.
- Ensures that all ministry positions within their supervision are Ethics and Integrity in Ministry (EIM) compliant and provide accurate and updated data of EIM compliant adults
- Attends, participates, and prepares for, but is not limited to, staff meetings, staff retreats and events.
- Seek to improve personal skills and abilities through formation and manages time by being self-motivated, taking initiative and managing their time.
- Participate in the local and national church, as well as professional organization as budget and time allow with priority being given to ministry at Saint William.
- Pray for 30 minutes a day.

Knowledge, Skills, and Abilities

- Knowledge of Roman Catholic teachings, parish, and diocesan structure
- Ability to work in a multi-cultural parish serving various cultures and a wide range of age groups.

- Ability to provide exceptional communication and work effectively with staff, clergy, and laity.
- Ability to build authentic relationships with adults rooted in Christ.
- Ability to work independently and as a team player.
- Ability to operate various word-processing software, spreadsheets, and database programs.
- Ability to organize, prioritize and utilize effective time management techniques.
- Ability to maintain confidentiality at all times.
- Ability to carry out multiple tasks, deadlines, and to implement creative solutions.
- Ability to follow instructions furnished in verbal or written format.

Minimum Qualifications

Education and Experience

- Bachelor's degree in theology, Religious Education, Pastoral Ministry, or a related field of study from an accredited American university or equivalent in a foreign country preferred or three to five years of full-time wage-earning experience working in a parish setting
- Must be a practicing Roman Catholic in good standing.
- Proficient in *Microsoft® Office*, working knowledge of (or ability to learn) ChurchDB, Canva, Cognito and website tools.

Language

- English (proficient in conversing, reading, and writing).
- Conversational Spanish preferred but not required.

Catholic Requirement

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications

- Must be certified in Diocese of Austin Ethics and Integrity in Ministry within 60 days of employment and maintain certification throughout the employment period.
- Valid Texas driver's license.

Mental / Physical Tasks:

	Talking		Using personal computer
	Listening		Sitting
	Standing		Bending
	Walking		Other (list)
	Grasping/holding		
	Lifting/carrying		
	Moving heavy equipment (20 lb)		
	Driving		
	Using office equipment, stapler, telephone, etc.		

Working Conditions

- Employees of **Saint William** are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the Church.
- **Saint William** is an at-will employer.
- All buildings and vehicles owned by **Saint William** are tobacco-free.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays may be required.
- Will be exposed to religious ceremonies, conduct, and speech, including Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to dress codes and conduct standards, including but not limited to EIM standards of conduct in the workplace and outside of the workplace.
- May be required to use personal vehicles to drive to other parishes or other off-site locations.
- Traveling within and outside the parish to meetings and other events may be required.
- Will be required to conform personal and professional activities to be consistent with and supportive of the mission, purpose, and moral teachings of the Roman Catholic Church.

Approval Authority: _____
Chief Operations Officer Signature Date

Employee Certification

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

Employee Signature Date

Supervisor Signature Date