**CHURCHES OF ST. EDWARD, ST. FRANCIS OF ASSISI, & ST. MARY**

Job Description for Family Formation Coordinator: Grades K – 6

Deadline for applying: Deadline for applying: March 22, 2021. Application form online: [https://www.238catholic.org](https://www.238catholic.org/) Mail to the office or send it to Fr David Grundman: [frdpgrund@gmail.com](mailto:frdpgrund@gmail.com) or questions call him: 320-309-4174.

**Position Description**

Title: Family Formation Coordinator

Supervisor: Fr David Grundman

Fair Labor Standards Act: Non-exempt

Hours: Part time as required

**Job Summary**

Once a month, parents and children gather at church to learn about the same topic of faith. Three weeks a month, parents teach at home. Down-to-earth, engaging and easy-to-use, the curriculum spans September to May. For more info: [https://www.familyformation.net](https://www.familyformation.net/)

**Qualifications**

Previous experience working with faith formation

Have a strong desire to educate about and pass on the Catholic faith

Detail-oriented, ability to keep accurate records

Ability to maintain confidentiality

Ability to communicate – both written and orally – with children and parents

Successful completion of a background check

**Responsibilities**

The following tasks are to be completed:

* + Meet with the Pastor to coordinate religious education calendar.
  + Help parents gather as a separate group where they are catechized, encouraged, and equipped. This adult catechesis component is key to the transmission of faith in the home. Train catechists to present the lessons.
  + Assist families with their packet of weekly lessons to use at home throughout the rest of the month.
  + Reinforce Sunday Mass, reflecting the liturgical year and immersing families into the life and seasons of the Church.
  + Work with the office to order supplies, packets, etc. that will be needed.
  + Any additional duties as needed to get this new curriculum operational.

**Compensation**

This is a part time paid position.

I agree to the above Job Description, and will perform these duties. By signing and dating this form, I am formally accepting the position.

Signature of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_