

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

Job Description for Family Formation Coordinator: Grades K – 6

Application form online: <https://www.238catholic.org> Mail to the office or send it to Fr David Grundman: 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>

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 _____