



Prince of Peace Catholic Church Children's Ministry Coordinator

JOB SUMMARY:

The Children's Ministry Coordinator is responsible for the organization and implementation of the PreK-6th grade programs offered throughout the year for parishioners, including the parish school of religion, summer programming, and assisting in sacramental preparation.

The Children's Ministry Coordinator reports to the Director of Faith Formation and works in the Faith Formation Office. It is a part-time, non-exempt, professional position.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: (The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

The primary areas of responsibility are:

Elementary Religious Education (Catechesis of the Good Shepherd and 1-6 grade SOR) and Sacramental Preparation

- Organize and coordinate the Religious Education Classes for Elementary (PreK-6 grade)
 - Collaborate on the calendar, curriculum development, and budget for programs. Acquire textbooks and supplemental materials to support curriculum and liturgical life of the Church.
 - Manage registration forms for Catechesis of the Good Shepherd and Elementary religious ed.
 - Be present twice a month for in-person class. Send out weekly emails for at-home lessons, class overviews and program updates.
 - Develop class roster and maintain attendance records for each class.
 - Reserve facility space and supervise use of facility for all classes and events.
 - Maintain an up-to-date webpage for all students and families.
 - Work with Catechesis of the Good Shepherd teachers to assist with paperwork, or other needs.
- Recruit Catechists and volunteers.
 - Recruit and help train catechists for teaching classes and volunteers that assist in the classroom or in other areas.
 - Report all catechists and volunteers to the Safe Environment coordinator; and ensure that all people 16 years or older are compliant with Archdiocesan policy.
- Preparation of 1st Reconciliation and 1st Communion
 - Plan and coordinate preparation activities for students
 - Plan, oversee, and be present at the celebration of the sacraments.
 - Ensure the following are completed: sacrament certificates, recording of sacramental information in the Parish Sacramental registry books and database, and distribution of sacramental information to original parishes.

Provide summer programming such as Vacation Bible School and Totus Tuus.

- Choose, organize, purchase supplies, and implement a Vacation Bible School program.
- Recruit and train volunteers for summer programs
- Manage registration forms for students participating in programs.

STAFF DEVELOPMENT

- Participate in on-going faith formation, educational opportunities, and staff development.
- Attend Faith Formation Office staff meetings, monthly parish staff meetings, and regional Archdiocesan religious ed meetings.
- Knowledgeable, supportive, and participative of major pastoral initiatives and events.
- Take on assignments given by pastor for the good of the parish
- Other duties as assigned.

SPECIFIC JOB SKILLS:

- Effective oral and written communication and composition skills.
- Knowledge of how to use technology and new media to communicate the Church's message.
- Ability to effectively speak in public.
- Ability to recruit and empower volunteers and collaborate well with them and others in carrying out the parish's mission and the mission of Children's Ministry.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, hear, sit, bend, grasp, and perform repetitive motions of the hands/wrists. This job also requires the employee to speak to groups, large and small, for sometimes-prolonged periods of time; occasional lifting of 50 pounds or less.

WORKING ENVIRONMENT:

Work is performed mostly in a standard parish setting: in office, classroom, and small group settings. Office is located in a two-story building with an elevator. Work is often performed during normal business hours although extended hours, including nights and weekends, will be required at times.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FIDELITY TO CHURCH TEACHING:

Since this position is a visible representative of the Catholic Church, it is necessary that the incumbent be a practicing Catholic, registered in a Catholic parish or Catholic faith community, and embrace in word and in deed the Church's teachings on faith and morals as articulated by the Church's magisterium.