

ST. ROSE OF LIMA CATHOLIC CHURCH POSITION ANNOUNCEMENT

Formation Coordinator

St. Rose of Lima Church, located in Murfreesboro, TN, is a growing parish with a talented and energetic staff serving approximately 2,500 families. We are seeking a Formation Coordinator. This position is full-time with an irregular schedule; night and weekend availability required.

The Formation Coordinator, is responsible for helping coordinate retreats, outreach, social and service activities, regular meetings, and summer camps that provide catechetical and spiritual formation for students from infancy through adulthood. In Collaboration with Director of Formation and Assistant Director of Formation, the Formation Coordinator will publicize and promote events within the parish and the diocese.

EDUCATION and/or EXPERIENCE

1. Bachelor's Degree in education, theology, religious education, or related field. (Theology preferred.)
2. Minimum of three years of experience in youth ministry, religious education or related field.
3. Catechist Certification or willingness to complete through the Diocese of Nashville or an approved program of study.

ADDITIONAL SKILLS OR REQUIREMENTS

1. Active member of a Roman Catholic faith community.
2. Models Catholic lifestyle with joy for the faith and positive attitude toward the Church.
3. Desires to communicate the faith and possesses ability to work with people of all ages.
4. Supervisory skills for directing participants and volunteers.
5. Excellent interpersonal skills for interacting with pastor, staff, volunteers, and parishioners.
6. Organizational skills for managing details related to all aspects of formation.
7. Schedule flexibility to accommodate evening and weekend work.
8. Schedule flexibility to accommodate travel including retreats and trips.
9. Publicizes and promotes activities through parish bulletin, website, and social media.
10. Proficiency in the use of computers including internet, email and Microsoft Office products.
11. Successful completion of parish Safe Environment program.
12. Ability to maintain confidentiality.

Competitive salary based upon qualifications and experience with excellent benefits package. Please email resume with cover letter to the Formation Office at: formation@saintrose.org.

Posting date: March 12, 2018

Resumes will be accepted until April 20, 2018.