

Coordinator of Faith Formation for Pre-School through 6th grade

Description

St. Philip the Apostle Catholic Church is a well-established parish of over 1,800 families (English and Spanish speaking) with a talented and energetic staff and volunteer base. The parish is seeking a candidate for the position of **Coordinator of Faith Formation for Pre-School through 6th Grade**.

This position is full time with a typical workweek of Sunday through Thursday. The schedule is flexible based on the needs of the program and the parish. Due to the nature of the position, there is a need to work on evenings and weekends. This position reports to the Director of Faith Formation for Children through Young Adults.

Areas of Responsibility

- Sacramental preparation and faith formation for children 3 years of age to 12 years of age (pre-school through 6th grade) through Catechesis of the Good Shepherd, Traditional, Home School and Family Catechesis methodology and curriculum
- Catechist recruitment and formation and support
- Communicating with parents
- Encouraging parent education and involvement in their child's faith formation
- Serving as a resource for ministries involving children in this age group

Education/Experience/Skills/Qualities

- Roman Catholic in good standing
- A degree in theology or youth ministry or a degree in another field with certification in Catechesis of the Good Shepherd Level 1, 2, and 3 or a minimum of Level 2 certification with the intent of certification in Level 3
- Catechesis of the Good Shepherd Formation Leader or demonstrated progress toward becoming a Formation Leader is preferred
- Experience with guiding faith formation in a multi-generational, multi-cultural church is preferred
- Appropriate self-knowledge and ability to share the Catholic faith
- Commitment to the mission of the church
- Ability to work within parish structures and policies
- Ability to work collaboratively and without direct supervision with staff, volunteers, parents, and students
- Good organizational skills with ability to prioritize and be flexible
- Proficient computer skills in the use MS Word, Excel, PowerPoint, Publisher, Google, Office 365 or similar products
- Effective communication skills, specifically writing, teaching and speaking
- Willingness and ability to work evenings and weekends as needed for the work required
- Bi-lingual skills in English and Spanish are preferred

St. Philip offers a competitive salary based upon qualifications and experience. All candidates and comply with Diocesan Safe Environment policies and procedures.

Hiring organization

St. Philip the Apostle Catholic Church

Job Location

Franklin, TN

Date posted

January 4, 2022

Email [resume](mailto:employment@stphilipfranklin.com) to employment@stphilipfranklin.com.

No phone calls please.