

Diocese of Nashville

<https://dioceseofnashville.com/job/faith-formation-coordinator-2/>

Faith Formation Coordinator

Description

The Faith Formation Coordinator is a member of the pastoral team responsible for assisting the Director of Faith Formation in coordinating the catechetical programs (including Christian religious education and sacramental preparation) designed to lead adults, young adults, and children in the faith community to maturity of faith through instruction and formation in the Christian life. Responsibilities include:

Overall

1. Assists the Director of Faith Formation to facilitate and coordinate the plan for catechetical and spiritual formation to evangelize, disciple, and catechize all parishioners.

Catechesis and Sacramental Preparation for Children

1. Supports Sunday religious education for grades Pre-K through 8, including sacramental preparation for grades 2 and 8, and out of sequence students.
2. Develops relationships with support volunteers to serve as substitute teachers or help with program needs.
3. Assist the director with registration process for religious education classes.
4. Assists the Director of Faith Formation, in coordination with support from the school, in developing personalized education plans for students with special needs.
5. Follows up with parents regarding patterns of absenteeism from religious education classes.
6. In cooperation with the school, coordinates First Reconciliation, First Communion, and Confirmation, including planning and conducting meetings with parents and a retreat for those to be confirmed.

Order of Christian Initiation for Adults

1. Assists the Director of Faith Formation in facilitating and coordinating the OCIA program.
2. Coordinates and facilitates teachers including parish clergy and Director of Faith Formation to teach OCIA sessions.
3. Collaborates with the pastor and Director of Faith Formation to support candidates and their spiritual needs.
4. Other duties as assigned by Director of Faith Formation.

Other Faith Formation in the Parish

1. Collaborates with the pastor and Director of Faith Formation to facilitate parish missions, retreats, guest speakers, Bible studies, small group programs, and other such formation opportunities.

Totus Tuus (Vacation Bible School)

1. Assists the Director of Faith Formation with the implementation of Totus Tuus one week during the summer.
2. Oversees registration process and orders needed supplies.
3. Attends Totus Tuus.

Hiring organization

St. Edward Church and School

Job Location

Nashville, TN

Date posted

May 6, 2025

Valid through

31.08.2025

Interested Candidates should send a cover letter, resume, and three professional references to Kyle Lewis at klewis@stedward.org.

Administrative

1. Meets and communicates with Director of Faith Formation.
2. Assists Director with preparing and submitting needed reports as required by the diocese or the parish office.
3. Assists with planning and conducts parish catechetical meetings for catechists and parents as needed during the year.
4. Plans and coordinates catechist recognition events, e.g., dinner, reception, etc. at least once annually.
5. Reviews, selects, and purchases program supplies, books, resources, or other needed program materials.
6. Maintains classroom needs. Ensures that classrooms are in order and stocked with needed supplies and equipment, that organization of classroom arrangement is maintained, and that instructional signs are in place.
7. Works with parish employees and parish volunteers supporting faith formation ministries for children and young adults under the age of 18, to ensure that Safe Environment training and qualification requirements have been met.
8. Performs other duties as assigned by the Pastor or Director of Faith Formation.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

1. High School diploma or equivalent.
2. Completed or willingness to complete relevant training through the Diocese of Nashville.
3. Experience managing or facilitating catechetical programs or events.

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 youth and volunteers.
5. Excellent interpersonal skills for interacting with pastor, staff, volunteers, and parents.
6. Organizational skills for managing details related to all aspects of religious education ministry.
7. Schedule flexibility to accommodate evening and weekend work.
8. Proficiency in the use of computers including internet, email and Microsoft Office products.
9. Successful completion of parish Safe Environment program.
10. Ability to maintain confidentiality.
11. Prefer candidate with Spanish language proficiency.

CONTACT INFORMATION

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