

St. Therese of Lisieux

Position: Coordinator for Youth Religious Education and Sacramental Programs
Department: Faith Formation
Reports To: Pastor
Classification: *Part-Time (Non-Exempt)

This Parish Catechetical Leader position is a member of the Parish Staff and the Faith Formation Team. Together he/she will work as part of a team that is passionate about life-long faith development and empowering others to become active disciples. This position relates to catechesis for YOUTH in levels 1-7 and who are preparing for the sacraments of First Reconciliation, Communion and Confirmation.

OVERALL RESPONSIBILITIES

- Work with the Faith Formation Team to develop a schedule and calendar for the Youth Catechetical and Sacramental Programs.
- Help coordinate Catechetical Sunday related events and activities.
- Facilitate Parent/Guardian meetings for religious education programs and sacrament programs.
- Recruit and support catechists and volunteer leaders for the program.
- Assign catechists to year level classes and/or family gatherings.
- Evaluate the performance of catechists, volunteers and/or parent leaders. Provide feedback and support.
- Work with the Pastoral Associate and parish staff to ensure a safe environment for all youth in compliance with the policies of the Department of the Protection of the Faithful for the Archdiocese of Newark. This also includes general safety and building/classroom security.
- Have a general understanding of the Order of Christian Initiation for Adults (OCIA) and, when necessary, refer families to the parish OCIA Director.
- Maintain department area budget and fiscal responsibility.
- Create and respond to parent emails & correspondence.

RELIGIOUS EDUCATION

- Implement and execute a comprehensive a bi-weekly Religious Education program using the St. Mary's Press curriculum for Children in levels 1 – 7 and a monthly Family Program with gathered catechetical sessions for all students and parents.
- Prepare yearly registration for Youth in Religious Education levels 1– 7 as well as First Holy Communion and Confirmation Preparation. Create registration announcements in both on-line and paper formats.
- Work with the Faith Formation Assistant to organize the distribution of books, bibles, bags and other materials parents/guardians.
- See that the Faith Formation Assistant is provided with all attendance for Level 1-7 Classes, Family Gatherings, First Recon., First Holy C., and Confirmation classes, sessions and or retreats, etc.
- Work with the Pastoral Associate (responsible for any Parent/Adult Faith Formation), to ensure that all children's breakout sessions during the family program are aligned with the themes of the parents' sessions.
- Communicating effectively with families, catechists, leaders/volunteers, Confirmation sponsors via different formats, for example: seasonal mailings. Including, but not limited to, emails, traditional yearly or seasonal mailings, etc.
- Work with families to find appropriate programs, resources and accommodations for any youth having special needs.

SACRAMENTAL PREPARATION

- Implement and execute the preparation programs for the sacraments of First Penance, First Communion and Confirmation.
- Facilitate a First Communion and Confirmation Retreat.
- Coordinate rehearsals liturgies for First Holy Communion and Confirmation.
- Work with Faith Formation Assistant to ensure that all sacramental preparation documents are submitted by families on time and are on file.
- Facilitate First Communion and Confirmation parent meetings and related events.
- Plan for Youth Masses and Eucharistic Adoration events at least two times a year for Confirmation preparation program.

OTHER RESPONSIBILITIES

- Attend monthly Parish Staff and Faith Formation Team meetings and collaborate to advance the mission of St. Therese Parish and its objectives, projects, and planning.
- Ensure that all pertinent and updated information for the Parish Website is given to the Parish Secretary.
- Participate regularly in meetings, professional development, and retreat opportunities for parish catechetical leaders provided by the Archdiocese of Newark's Catechetical Office.
- Maintain the highest degree of confidentiality.
- Others duties as assigned by the pastor.

QUALIFICATIONS, SKILLS & ABILITIES

- Practicing and faithful Roman Catholic.
- Bachelor's Degree preferred in Catechetics, Religious Education, Theology or Pastoral Ministry either completed or in progress.
- At least two years of full-time or part-time work experience in Religious Education or related ministry.
- Demonstrated leadership and organizational ability, skills, and desire for collaboration, together with ability to take initiative and work independently.
- Creative and forward thinking, with the ability to translate best practices and trends into practical ministry.
- Effective time management skills.
- Strong communication skills, both written and oral.
- Digital literacy skills: Microsoft Office Suite, social media, digital catechetical resources, etc., knowledge or experience with ParishSOFT parish data management is a plus.
- All employees of parishes within the Archdiocese of Newark must be compliant with the safe environment policies of the Office for the Protection of the Faithful of the archdiocese. All employees must conduct themselves in a manner which is consistent with and supportive of the mission of the Church and in accord with the Archdiocese of Newark's Policies on Professional and Ministerial Conduct.

If interested in this position, please contact: Gina Marie Loiacono, Pastoral Associate
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