JOB DESCRIPTION

Christian Formation Assistant

Our Lady of Fatima Catholic Church · Alcoa, TN · Diocese of Knoxville

Position Overview

A full-time administrative assistant role (bilingual strongly preferred) that supports all OLOF's formation ministries and programs, from birth through adult formation.

WORKING TITLE	Christian Formation Assistant
DEPARTMENT	Education (Formation / Youth Ministry / Adult Formation)
PARISH	Our Lady of Fatima Catholic Church, Alcoa, TN (Diocese of Knoxville)
REPORTS TO	Director of Religious Education; Pastoral Associate / Coordinator of High School and Young Adult Ministry; both report to the Pastor.
CLASSIFICATION	Full-time, non-exempt (hourly), overtime eligible
HOURS	35 hours per week, including Sunday mornings and Wednesday evenings.
PAY	Range based on education, experience, and guidance of the Diocese of Knoxville for this role.
BENEFITS	Benefits eligible, per diocesan full-time employee policy
LANGUAGE	English, Spanish strongly preferred.

Purpose of the Position

The Christian Formation Assistant handles the administrative and clerical work behind OLOF's formation ministries so that the directors and coordinators of these programs can focus on pastoral leadership, catechist formation, and volunteer development. In doing so, the assistant supports the mission of Our Lady of Fatima Catholic Church to help parishioners of every age encounter Jesus Christ, deepen their Catholic faith, and grow as missionary disciples. The role provides both administrative and hands-on ministry support, recognizing that faith formation extends beyond the classroom and involves the whole parish community.

The role serves formation at every stage of life: Birth - Faith Formation (Pre-K through 5th grade), First Communion, Middle School Ministry, Confirmation, High School Ministry, Young Adult Ministry, and adult formation. Most of the work is registration, data entry, sacramental records, communications, printing, ordering, and event logistics, carried out in English and Spanish.

Ministerial Expectations

The Christian Formation Assistant is expected to model Christian discipleship through personal integrity, a commitment to prayer and the sacramental life of the Church, respect for the dignity of every person, and a

spirit of collaboration and service. The employee should demonstrate a willingness to grow in the human, spiritual, intellectual, and pastoral dimensions of ministry. The employee should approach individuals and families with patience, compassion, cultural sensitivity, and respect for confidentiality.

Schedule

- This is a full-time, in-office position that requires flexibility to accommodate parish faith formation schedules, including evenings and weekends. Days off flex to balance evening or weekend work.
- **Sundays, 8:30 AM to 12:30 PM (about 4 hours):** Faith Formation setup, classroom support, substitute coverage when needed, supervision, parent support, and cleanup.
- **Wednesday afternoon and evening:** Shopping for supplies as needed, setup from 5:00 PM, supervision and support for evening formation programs, then dismissal and cleanup until 9:00 PM.
- **Seasonal flexibility:** During sacramental prep periods, additional duties may flex schedule and hours with retreats, prep, and liturgies. Retreats, conferences, and camps as applicable by programs during the year.

Essential Responsibilities

REGISTRATION, DATA ENTRY, AND RECORDS

- Enters and maintains registrations, attendance, family contact information, and payments in the parish database for all formation programs
- Requests baptismal certificates, tracks required documents, and maintains sacramental preparation files for First Reconciliation, First Communion, and Confirmation
- Enters sacramental records and prepares certificates under the direction of program directors and in line with diocesan record-keeping guidelines
- Assists in recording catechist and volunteer safe environment compliance and Continuing Religious Education (CRE) hours for diocesan reporting
- Maintains organized paper and digital files for every formation program
- Collects sponsor documentation, coordinates sacramental paperwork with other parishes, tracks completion of preparation requirements, and lets the appropriate director know about concerns or missing items
- Helps make sure completed sacraments are properly recorded and notifications are sent as required, and prepares programs and materials for sacramental celebrations

COMMUNICATION AND FAMILY SUPPORT

- Serves as a first point of contact for families in English and Spanish, by phone, email, and in person
- Prepares and sends family communications, reminders, and mailings as directed
- Translates or proofreads Spanish versions of letters, forms, flyers, and other media
- Assists with bulletin announcements, newsletters, digital communications, and promotional materials for formation programs
- Encourages the involvement of parents and families, recognizing their role as the primary educators of their children in the faith
- Refers pastoral questions and decisions to the appropriate director or the Pastor

PROGRAM AND EVENT SUPPORT

- Prints, copies, and prepares class materials; sets up and resets classrooms
- Orders and tracks supplies and curriculum within approved budgets; does program shopping for weekly supplies
- Supports logistics for First Communion retreats, the Confirmation (Eagle Rock) retreat, sacramental masses and receptions, parent meetings, and service projects
- Assists with supervision, substitute coverage, dismissal, and cleanup on program nights, following safe environment policies
- Assists catechists and group leaders with lesson preparation, classroom resources, and instructional materials
- Helps create welcoming, age-appropriate formation environments that respond to different learning styles, cultural backgrounds, and abilities
- Helps coordinate volunteer schedules, communications, and training logistics as directed
- Assists with program evaluations as requested
- Works with parish staff to coordinate communication, facility usage, and other requests
- Helps with registrations, permission forms, payments, and communications for retreats and events, including summer high school retreats and the Spaghetti Dinner & Auction
- Becomes familiar with the parish's processes for Baptism preparation, OCIA, and sacramental rehearsals and celebrations, and assists as needed

ADULT FORMATION SUPPORT

- Helps maintain a central list of adult formation offerings, leaders, and contacts, and helps with registration and promotion as assigned

OFFICE COLLABORATION

- Attends staff and education team meetings, assisting with notetaking when necessary
- Participates in relevant diocesan formation opportunities and stays familiar with diocesan policies and catechetical guidelines
- Pursues ongoing personal, spiritual, and professional formation
- Assists the parish office and peers during busy times as necessary
- Performs other related duties as assigned by the Pastor or directors

Scope of the Role

This is an assistant position, not a director or coordinator role. The assistant carries out tasks under the direction of the program directors and Pastor. Specifically, the assistant:

- Does not independently lead, design, or oversee any formation program
- Does not set curriculum, sacramental readiness decisions, or program policy
- Does not recruit, train, or supervise catechists or volunteers
- Does not manage budgets; orders and tracks spending within amounts supervisors approve

Responsibilities may grow over time as the person gains experience and as directors and the Pastor agree.

Qualifications

REQUIRED

- Speaks, reads, and writes English well enough to talk with families, and answer calls
- High school diploma or equivalent
- Strong organization, accuracy with data entry, and follow-through on details
- Strong computer skills, specifically with Microsoft 365 (Outlook, Word, Excel, Teams) and willingness to learn other parish systems
- Discretion with confidential family and sacramental information
- Ability to work well with children, youth, adults, families, and volunteers
- Maintains appropriate ministerial boundaries and professional conduct
- Available Sunday mornings, Wednesday evenings, and some weekends and retreats throughout the year
- Supports the mission and teachings of the Catholic Church and our diocese and parish

PREFERRED

- Spanish strongly preferred: speaks, reads, and writes Spanish well enough to talk with families, answer calls, and translate parish documents
- Office or administrative experience, in a parish, school, or similar setting
- Experience in parish ministry, religious education, or volunteering with students
- Lived experience in or ties to the Hispanic community
- Some training or experience in theology, religious education, catechetics, or pastoral ministry, or familiarity with Catholic catechetical resources, OCIA, sacramental preparation guidelines, and parish record-keeping (helpful but not required)

Working Conditions and Requirements

- Regular Sunday morning and Wednesday evening hours, with occasional evenings, weekends, and overnight retreats
- Seasonal peaks during sacramental seasons, fundraisers, and retreats, conferences, and camps; hours over 40 in a workweek are paid as overtime
- Classroom setup, carrying supplies, and event setup; ability to lift up to 50 lbs.
- Must complete Diocese of Knoxville safe environment requirements, including a background check and Safe Environment training, before starting work with minors
- Must complete First Aid & CPR training for children and adults

To Apply

Email your résumé and references to **pastor@ourladyoffatima.org** by **December 15, 2026**.