

Sacred Heart Catholic Church – Boise

JOB DESCRIPTION

POSITION:	Coordinator of Children's Ministry
APPOINTED BY:	Pastor/Parish Life Director
RESPONSIBLE TO:	Pastor/Parish Life Director
COLLABORATES WITH:	Pastor and Parish Staff
STATUS:	Non-Exempt, Part-time (20-25 Hrs/Wk)

Vision: Rooted in the life of Jesus Christ and his call to discipleship, this minister provides for continuing formation in the Catholic faith by coordinating formation and religious education programs at the parish level.

Definition: The Coordinator of Children's Ministry is a professional minister who is entrusted by the pastor or parish life director with the education of the faithful of the parish. In collaboration with the pastor, the Pastoral Associate for Religious Education has the responsibility of overseeing the formation and education of the children of the parish.

Primary function: The Coordinator of Children's Ministry provides day to day direction for the childhood education functions of the parish. This includes responsibility for the development and supervision of religious education of children, from pre-school through junior high. Responsibilities of this position include elements of catechesis, evangelization, spirituality, liturgy and guidance for child learners.

Required Education and Experience:

- Bachelor's Degree in Pastoral/Youth Ministry, Education, Theology, Psychology, Religious Education, Social Work or the equivalent. Master's degree in Divinity, Theology, Pastoral Ministry or its equivalent preferred. Other degrees and certificate programs or pastoral experience seriously considered, e.g., LIMEX.
- Training in current Catholic Theology, Christology and Ecclesiology.
- A minimum of four years of experience in parish-based ministry is preferred. Experience must include leadership roles. Experience in formation and religious education programs at all levels preferred.

Required Knowledge, Skills and Abilities:

- Demonstrated skill in administration of parish programs.
- Demonstrated communication skills, including public speaking, teaching, and written.
- Demonstrated skill in budget administration and financial record-keeping and reporting.
- Demonstrated ability for long range planning and a vision for the future of parish educational programs.
- Demonstrated ability to organize and prioritize.
- Ability to work in a collaborative team effort.
- Must have volunteer management skills: recruiting, training and supporting.
- Ability to delegate tasks where appropriate.
- Familiarity with the psychology of child learners and effective teaching methods for various age groups.
- Bilingual skills as needed to minister effectively in parish.

Personal Characteristics:

- Must be an active participant in the work of the Catholic Church, a baptized and confirmed Catholic, and able to partake in the full sacramental life of the Church.
- Demonstrated ease in dealing with people, problems and crises; excellent interpersonal skills.
- Demonstrated emotional stability and self-confidence.
- Recognized as organized, hard-working, responsible and careful.
- Experiences with people must demonstrate cooperation, compassion and caring.
- Recognized as imaginative, open, curious, creative and intelligent.
- Aware of and sensitive to a multi-cultural environment.
- Demonstrated spirituality, prayer life, and religious conviction.
- Demonstrated commitment to ongoing formation, education, personal and professional growth.

Responsibilities:

The Coordinator of Children's Ministry has the following responsibilities:

- Organizes and facilitates the education and spiritual development of the children in the parish/school community for Religious Ed Classes (K-6th), Sacrament program (First Reconciliation & First Communion), OCIC, Liturgy of the Word and Vacation Bible School.
- Develops new educational programs where appropriate.
- Recruitment and supervision of volunteer teachers, catechists, pastoral ministers and other lay leaders involved in the programs.
- Evaluates and provides guidance to catechists and teachers in religious education programs.

Essential Duties

- Develops effective methods of encouraging enthusiasm, interest, participation, and learning suitable to the particular age of the students involved.
- Develops resources and is familiar with on-line tools useful in education ministry.
- Develops and evaluates curriculum content including tests, supplemental materials, resources and available materials to meet the needs of the religious education (or faith formation) program, consistent with the direction of the parish religious education board, and Diocesan guidelines.
- Works with parish school and personnel to assist in the delivery of Catholic school religious education, where needed.
- Coordinates parent meetings and educational opportunities for sacramental preparation and other educational programs of the parish, including preparation for First Communion and First Reconciliation.
- Coordinates and directs retreats, social activities, outreach programs, liturgies and community service opportunities for those involved in education programs.
- Attends parish council meetings as an ex officio member where appropriate and as directed by pastor/parish life director.
- Develops communication programs and methods for informing parents about religious education programs.
- Maintains student registrations, permanent records and teacher records for religious education (or faith formation) programs.
- Keeps the parish faith community informed of the religious education or faith formation ministry. (i.e. programs, activities, goals and experiences)
- Maintains the resources library.
- Works with other parish ministers to prepare liturgies for religious education (or faith formation) programs.
- Assures that the budget for education ministry is prepared and submitted to the pastor/parish life director in a timely fashion.
- Attends outside retreats, workshops and diocesan programs to obtain information and resources to further the goals of the religious education (or faith formation) programs.
- Works on personal formation, including any necessary certifications and continuing education in the areas of religious education.
- Perform additional religious education (or faith formation) duties as assigned by pastor/parish life director.