

Faith Formation Coordinator

STS. SIMON & JUDE CATHOLIC CHURCH

Summary:

This position supports the catechetical program for the children in Pre-Kindergarten to 6th grades and CLOW (Children's Liturgy Of the Word). Responsibilities include overall leadership in recruiting, planning and delivering religious education classes in addition to supporting and rallying children and family forums sanctioned by the SSJ parish and archdiocese. Process owner for the sacraments of Baptism through age 7, First Reconciliation and First Eucharist for ages 7 through 10. The Faith Formation Coordinator must have the ability to see the vision and mission of Sts. Simon & Jude Catholic Church (SSJ) while managing the details and providing the structure that supports them.

Education/Experience:

- o Bachelor's degree preferably in Education with courses on Theology and/or Pastoral Ministry from an accredited university or equivalent combination of education and experience
- o Must be experienced in handling a wide range of administrative, sometimes clerical, and executive support related tasks and able to work independently with little supervision
- o Must have strong written and verbal communication skills, strong decision-making ability and attention to detail
- o Uses rigorous logic and methods to solve difficult problems and establish effective solutions
- o Ability to blend people into teams when needed; creates strong morale and fosters open dialogue
- o Must have effective time-management skills
- o Must demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Office applications, PowerPoint, Outlook, Excel, database systems and use of the Internet
- o Must have a heart for the ministry and possess efficient, caring and discerning telephone skills

Compensation

This is a fulltime exempt position with a salary commensurate with experience, education and the salaries for similar positions in other churches in our area

Interested applicants are invited to email their cover letter, resume and salary requirements to villarrealr@ssjwoodlands.com .