

ST. ALPHONSUS CONGREGATION
JOB DESCRIPTION

Position Title: Associate Director of Child and Family Formation
Elementary Christian Formation Coordinator

Supervisor's Title: Director of Christian Formation

Status: Exempt

Approval Date: _____

Job Summary:

The Associate Director of Christian Formation position is a ten-month, full time professional member of the Pastoral Staff, accountable to the Pastor and directly reports to the Director of Christian Formation (DCF). This position, in the role of Child and Family Christian Formation Coordinator, is responsible for working with the DCF in the areas of Christian Formation pertaining to Kindergarten through 5th graders and their families. The hours per week called for in this job description vary according to the demands of the day and season, but averages 35-40 hours per week. Typically, the position has concentrated weekend hours with regular office days. Evening and weekend work is necessary.

Duties and Responsibilities:

Serves as a Professional Member of the Pastoral Staff

1. Plans collaboratively with the pastor, DCF, other staff members, and ministries for their shared participation in various programs.
2. Acts as a resource person concerning educational ministry by attending scheduled staff meetings and other committee meetings at the request of the Pastor/DCF.
3. Staff Liason for Children's Liturgy of the Word-coordinate scheduling and support volunteers
4. Meets regularly with the DCF and office support staff to schedule, coordinate, supervise and oversee department workload to coordinate programming.

Faith Formation Educator:

1. Assists the DCF with Christian formation programs for elementary faith formation and sacramental preparation programs (First Reconciliation and First Holy Communion).
2. Plans, develops, and executes programming for the LIFE family program once monthly. Engages families in intergenerational faith experiences, provide multi-grade foundational curriculum pullout sessions along with adult parent formation.
3. Provides continued support for new and existing catechists by being present before, during, and after classes.
4. Works to establish and facilitate a team approach to the educational ministry in all areas.
5. Works cooperatively with volunteers, parents, and students in order to provide for an effective program of teaching the "whole child", including service within the community and justice experiences for Grades K5 to 5 and their families.
6. Provides opportunities for parent engagement and dialogue to strengthen their role as faith leaders in their child's life, faith formation program, and to the community at large.
7. Plans, coordinates, and oversees retreats for sacramental preparation.
8. Collaborates with the Pastor/DCF/school to manifest the vision for catechetical and sacramental life of the parish.
9. Fosters student participation in faith formation, evangelization, and stewardship, involvement at mass.
10. Assures supervision of minors while on parish/school grounds for catechetical activities.
11. Effectively manages attendance, student behavior concerns, and communicates with parents.
12. Implements the policies of the Archdiocese of Milwaukee for catechesis, evangelization, and stewardship.

Serves as a Member of the Christian Formation Committee

1. Shares in the responsibility for developing a vision of life-long Faith Formation and continuing education for the parish.
2. Acts as a resource person to the Christian Formation Committee.
3. Shares with the DCF and Christian Formation Committee in responsible fiscal stewardship.
4. With the DCF, shares in the responsibility of evaluating Christian Formation programs.

Administrative Responsibilities

1. Plans, develops, and executes programming, prayer experiences, retreats, sacramental preparation, social events, and community engagement as needed.
2. Assists the DCF with recruiting, coordinating, providing orientation, training, ongoing formation, and supporting facilitators, catechists and other volunteers in the areas of catechesis and evangelization.
3. Meets regularly with catechist and volunteer teams, e.g., spiritual formation/training workshops, retreats, evenings of prayer, meetings, and rehearsals.
4. Collaborates with the DCF in planning curriculum and selecting appropriate catechetical materials based on the United States Catholic Conference of Bishops and Archdiocesan guidelines for Grades PreK-10 religious education and the Confirmation preparation program.
5. Assists the DCF with evaluating the programs and volunteers.
6. Collaborates with the DCF to coordinate the yearly calendar of events.
7. Assures that adequate records of all education programs are maintained through the Christian Formation office.

Other:

1. Serves as a link for parishioners, parents, parish and school staff, and catechist/volunteers regarding faith formation.
2. Creates a dynamic image through parish communication vehicles.
3. Visibly engaged at principle parish events.
4. Fosters positive public relations in and outside the parish.
5. Qualified and supportive of Safeguarding All of God's Family Program.
6. Attends respective Archdiocesan, Deanery, and community workshops/programs, as needed.
7. Other duties as assigned.

Knowledge, Skills, & Abilities:

Knowledge

1. Active Confirmed Catholic able to participate fully in the sacramental life of the Church.
2. Dedicated to life-long learning in her/his own professional, theological and faith development.
3. Bachelor's Degree in Theology/Religious Education, an educational field, or related field and/or a certificate in Catholic ministry or Catholic theology desired.
4. Experience in a parish or Catholic school setting as a teacher/administrator/catechist preferred.
5. Education or experience with children, youth and young adults in training, delegation, empowering and supervision.

Skills & Abilities

1. Professional working attitude and collaborative approach.
2. Ability to maintain confidentiality.
3. Ability to organize, delegate, and encourage students.
4. Strong verbal skills with the ability to comfortably speak and present in front of large crowds.
5. Strong written communications skills.

ADA Physical Requirements:

1. The employee is regularly required to sit, stand, walk, talk and hear.
2. The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
3. Close vision required for paperwork and computer.
4. Able to utilize computer keyboard, monitor, and telephone.
5. This role functions in an office environment and uses standard office equipment.
6. Ability to lift 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Employee Signature - _____

Date - _____