



550 Smith Rd. Fremont OH, 43420

(419) 332-7339

Please send cover letter and resume to: office@sacredheart-fremont.org

Faith Formation and Outreach Coordinator

General Description:

The role of the full-time Faith Formation and Outreach Coordinator is to develop pastoral based ministry that fosters the total personal and spiritual growth of families and our parish community. This position involves developing, implementing, and overseeing family-focused faith formation programs and community outreach. We are seeking to identify a candidate with a mission-focused heart, a joyful and authentic presence, and an ability to establish meaningful relationships with all ages. As a parish staff, we are excited to add someone new to our team, particularly someone with an ability to collaborate, and a desire to be part of a unified mission to bring souls of all ages to Christ.

Essential Job Responsibilities:

Ministry Development

- ***EQUIP: Forming Families in Faith:*** implement and oversee our new faith formation program which will take the place of the current PSR program. The primary goal of EQUIP is to offer a grace-filled, gospel-centered, and sacramentally rooted faith formation process built for the whole family.
- ***Middle School Youth Ministry:*** develop ministry services to provide spiritual direction and support for those in grades 6-8. The goal of this initiative would be to encourage the youth to live courageously as disciples of Jesus as they prepare for high school.
- ***Family Faith Formation:*** Identify and fulfill the spiritual needs of families, particularly those with children ages 3-12, by creating opportunities for them to deepen their faith and come to know Jesus on a more personal level.
- ***Outreach:*** Coordinate and oversee outreach ministries and parish community events.

Spiritual and Communal Development and Nourishment:

- Facilitate the development of community among children/middle schoolers, families, and the whole parish family
- Support parents in their roles as the primary catechists
- Effectively and creatively provide communication to the families, middle schoolers, and parish regarding activities and events.

Administrative Duties:

- Coordinate the recruitment, training, support and evaluation of volunteers (youth and adult) for the above stated programs.
- Develop and maintain organizational databases for documents such as rosters, resources, event outlines, ministry development plans, income/expense paperwork, etc.
- Actively participate at parish staff meetings and events, Diocesan gatherings, and related activities.
- Preserve a safe environment for the youth of the parish by maintaining strict adherence to the guidelines put forth by the Diocese of Toledo for the protection and safety of youth. This includes coordinating and overseeing the annual completion of VIRTUS training by all volunteers.

Qualifications:

- The candidate must be an active Catholic in good standing with the Church who maintains a personal commitment to holiness, frequents the sacraments, and seeks a deep relationship with Christ through daily prayer.
- Experience in youth ministry and evangelization is preferred, but not necessary.
- Strong verbal and written communication skills, especially in regard to articulating the truths of the Catholic Faith
- Proficiency in Microsoft Word, Excel, and PowerPoint and a basic understanding of utilizing online tools such as Facebook, email, etc.
- Ability to pass the required BCI/ FBI background check prior to employment, and every five years after