



## Job posting for Coordinator of Children’s Faith Formation

**St. Patrick - St. Anthony Parish Grand Haven, Michigan**

### Coordinator of Children’s Faith Formation

<i>Reports to:</i> Director of Faith Formation <i>Experience:</i> Two–five years	<i>Salaried-Full time.</i> Position-Exempt <i>Education:</i> Bachelor’s Degree or equivalent Certificate in the field of education, theology or children’s religious formation
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St. Patrick - St. Anthony Parish in beautiful Grand Haven Michigan is searching for a Coordinator of Faith Formation for kindergarten through sixth grade. Our religious faith formation program serves the parish's children and incorporates levels one and two of the Catechesis of the Good Shepherd for our youngest students. The position includes sacramental formation for 1<sup>st</sup> Reconciliation and 1<sup>st</sup> Eucharist. We are looking to increase family faith formation opportunities for children and parents.

**Parish Vision:** To inspire every heart to Know, Love & Serve Jesus Christ. This vision recognizes the need for St. Patrick-St. Anthony Parish to purposefully accept the mission to make present the kingdom of God to all people we encounter, and go forth and make disciples!

The Coordinator of Children’s Faith Formation will organize, guide, and facilitate the vision and goals for children’s faith formation. This includes the age group kindergarten through 6th grade. This encompasses administering, overseeing, teaching, supervising, and resourcing faith formation programs and volunteer catechists. The person in this role will strive to develop healthy relationships with parents and parish families. The desire to promote parents as the primary teachers of their children’s growth and understanding of the Catholic Faith is a foundational expectation for children’s faith formation. The primary goals of our efforts as baptized, disciples of Christ are to share the Gospel message of salvation in Christ and authentically pass on this inheritance to the present generation.

### Major Responsibilities

1. To implement the kerygma of the Church, and the parish vision: To inspire every heart to Know, Love, and Serve Jesus Christ in the children’s faith formation programs.
2. To promote, maintain, and grow a vibrant Christ-centered ministry in a welcoming, safe, and secure environment for children and families.
3. To teach catechists, families, and children the Catholic faith and to provide the necessary tools and resources to parents and catechists to assist in this endeavor.
4. Regularly communicate to parents, catechists, parish staff, and parishioners’ children’s faith formation activities, scheduling, and important program details.

5. Attend Diocese of Grand Rapids conferences and workshops related to faith formation and personal growth.
6. Maintain regular office hours and work collaboratively with the Pastor, the Director of Faith Formation, the Coordinator of Youth Ministry, and members of the faith formation team to best implement the parish vision and the stated goals of children's faith formation.

### **Qualifications**

1. Practicing, faithful Catholic morally and spiritually aligned with the teachings and practices of the Catholic Church.
2. Three to five years of experience as a parish coordinator of faith formation or active catechist.
3. Training and experience in childhood development. Effective teaching skills with the ability to interact, and communicate with children and adults.
4. Competent and informed with a working knowledge of the Catechism of the Catholic Church and an ability to evaluate various approved resources, textbooks, and programs for use in the children's faith formation programs.
5. Possess a love, working knowledge, and understanding of the Bible and salvation history.
6. Have organization and time management skills.
7. Practice conflict resolution and effective communication skills.
8. Enjoy being around large and small groups of people. Possess an inner calling to share the beauty of our Catholic faith with children.
9. Ability and desire to actively engage others honestly and respectfully in individual relationships and community-building.
10. Met all diocesan requirements for Safe Environment with Children or can obtain such clearance before working with children.

### **Education Requirements**

1. A Bachelor's Degree in Religious Education or related field.
2. Catholic theological training, certain Catholic ministerial certificates in religious education, and experience in parish faith formation programs may also be considered.
3. Training and certification in Catechesis of the Good Shepherd is desired.
4. Extensive ministerial work in parish children's catechesis will also be considered.

This is a salaried position. Healthcare insurance and retirement are part of the employee benefits.

Please submit a cover letter, resume, and all inquiries to Anthony Allen at [tallen@stpatg.org](mailto:tallen@stpatg.org)