

**Title:** Coordinator of Family Faith Formation  
**Agency:** St. Catherine of Alexandria, Oak Lawn, IL  
**Work Schedule:** Varies, including weekend and evening hours

**JOB DESCRIPTION:** St. Catherine of Alexandria Parish is seeking a Coordinator of Family Faith Formation to manage a comprehensive religious education/faith formation program. This position is responsible for creating a culture to inspire students, families, and members to grow in relationship with Jesus and mature in their faith. You are invited to consider applying to join our thriving community of faith to become a member of a team passionate about making disciples for Jesus.

### **I. Responsibilities:**

Collaborate with Pastor, Associate Pastor, Principal, Assistant Principal, Music Director, and other Parish staff members.

1. Coordinate the family centered Children's Religious Education Program (REP), Levels 1-8.
  - a. This includes recruiting and training Catechists, development of all aspects of the REP curriculum.
  - b. Sacramental preparation for both our REP and School students and parent/student meetings.
2. Coordinate other sacramental preparation, including Baptismal Preparation, RCIA, and oversee other Ministries such as Children's Liturgy of the Word, Vacation Bible Camp, SPRED, and Altar Servers.
3. Establish an outreach to teens to engage them in the mission of the Catholic Church.
4. Responsible for participating in staff and Archdiocesan meetings, promoting the Religious Education Program to increase participation, ensures compliance with all Archdiocesan guidelines, manages volunteers, and engages in continuing education for professional and ministerial growth and development.
5. Administrative help will be provided.

### **II. Qualifications & Requirements:**

- A practicing Catholic and a member of a parish. Understands the doctrines of the Catholic Church. Ability to make and form disciples of Jesus Christ and inspire and influence others to grow as disciples of Jesus. Supports the Archdiocese initiative of Building the New Reality (BNR).
- Possesses excellent interpersonal, written, and oral communication skills.
- Ability to plan, organize and meet deadlines.
- Demonstrates strong collaboration skills and leads by example.
- Proficient in MS Office, Excel, PowerPoint, and familiarity with Google Docs and Forms.
- Utilize technology for virtual communications with students, parents, and staff.
- BS or BA in Theology, Education or Pastoral Studies preferred along with Archdiocesan Catechist Certification.
- Minimum of 3 years working in the field of parish ministry.

### **III. Working Conditions**

- Exempt, Full-time, Benefits Eligible.
- Salary: Commensurate with Experience.

To apply for this amazing opportunity please send resume to: [ministries@scaoaklawn.org](mailto:ministries@scaoaklawn.org)