

Our Lady of the Lake Catholic Church Job Description

Job Title: Office of Faith Formation Coordinator
Reports to: Director of Faith Formation
FLSA Status: Exempt – Salary 40 hours/week

Prepared Date: 5/26/2024

Approved By:

Approved Date:

SUMMARY

The Coordinator for the Office of Faith Formation reports to the Director of Faith Formation and is responsible for the clerical, administrative, and budgeting functions of the department in support of staff across all Faith Formation departments which includes Family Faith Formation, Hispanic Family Faith Formation, Youth Formation, and Adult Faith Formation. The Coordinator keeps their finger on the pulse of the entire Faith Formation organization; anticipating needs for the various team members and events held throughout the year. The Coordinator has exceptional organizational and problem solving skills and takes the initiative to keep the entire Faith Formation department operating with excellence, staying zealous, humble, and faithful to the mission and is rooted in prayer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Coordinator has responsibilities which include, but are not limited to:

- Works collaboratively with the Faith Formation teams to prepare for meetings and events. This includes covering all logistics for the broader team. Anticipating needs for the various team members and the events themselves. Coordinating across parish teams to ensure rooms/spaces are reserved; ensuring all supplies are ready and available; confirming guest speakers when appropriate; communicating with volunteers when appropriate; ensuring tech is available and operational and providing general problem solving when needed.
- In conjunction with the Assistant Director for Family Faith Formation, plays an integral part in the registration process for Family Faith Formation.
- Attends Weekly tactical staff meetings and manages the Meeting Advantage; taking care to accurately note topics, decisions, topics for future strategy meetings, and cascading communications. Scheduling additional meetings as needed across the teams and as needed and/or directed by Faith Formation Director.
- Maintains daily office operations by ordering all office and program supplies across all faith formation departments as needed and maintaining those inventories in a clean and organized Faith Formation workroom.
- Makes phone calls for the team as needed and maintains phone messages and emails disseminating information to appropriate staffing. Provides courteous information to parishioners, public, volunteers or staff, seeking resolutions and answers to question and issues.

- Maintains the entire Faith Formation budget, constantly updating budget spreadsheets with accurate data for all events and programs. Keeping Director of Faith Formation apprised of budget overruns and working with Finance and Operations team as needed.
- Maintains all accounting and payment records and processes all accounts receivable and deposits, including requesting, from Finance and Operations team, any online payments made. Contacts all families to collect incomplete requirements or payments.
- Maintains accounting procedures of money handling established by the Parish; including maintaining accurate records and receipts and settling credit card account each month with Finance & Operations Coordinator, ensuring appropriate paperwork has been completed and proper approvals have been obtained.
- Submits expense reports and/or invoices and ensures payments and contractual deadlines for retreats or other events are made on time and according to established policies and procedures.
- Maintains organized, accurate and current files and Sacramental records for all registered families in the Family Faith Formation program for both English and Spanish tracks, keeping electronic data up-to-date in the Parish Data System (PDS) and preparing and submitting sacramental data records for documentation of permanent records. This includes notifying parish of baptism of first communion, and confirmation (if child was not baptized at Our Lady of the Lake).
- Maintains thorough and responsible attendance records after each Family Faith Formation event and regularly reviews for inconsistencies and communicates with team any families who need to be contacted by Director.
- Routinely reviews, prepares and delivers, to Communications Coordinator, updates for all Faith Formation teams. This includes forms, files and pictures; social media content; and parish bulletin or pulpit announcements.
- Writes thank you letters to donors and volunteers as needed.
- Works with Safe Environment Coordinator to ensure all volunteers who have sustained contact with children/youth in various faith formation programs are appropriately trained and cleared. Keeping open lines of communication when new volunteers enter the program.
- Prepares information, as requested by Safe Environment Coordinator, for annual Circle of Grace training.
- Supports staff by occasionally attending select large-scale events, i.e. Kick-off event, Seeks.
- Performs related duties and responsibilities as assigned.

Minimum Qualifications

- A Bachelor's degree is preferred.
- The ideal candidate should be a fully initiated and practicing Catholic with a minimum of 3 years of ministry experience in an office environment with good working knowledge of general office practices and procedures and the administrative capabilities needed for this position.
- The candidate should be both knowledgeable and faithful to the teachings of the Church
- The candidate needs excellent verbal, written, and computer skills and working knowledge of computer applications including Google Forms, Outlook, Word, Canva, Adobe and Excel and the ability to master other applications, as needed.
- Ability to communicate clearly and concisely.
- Fluent in Spanish and English with ability to interpret by speaking, writing and reading preferred.

- Knowledge of formal Roman Catholic Church practices and celebrations of the Sacraments of Baptism, First Eucharist and Confirmation programs and process.
- Ability to understand and follow established operating procedures and to perform duties in a professional manner and appearance.
- Ability to make independent and good judgment decisions within the established procedures of the Roman Catholic Church, Diocese of Nashville and Our Lady of the Lake Catholic Church.
- Establish and maintain effective working relationships with diverse individuals and groups.
- Ability to exhibit accurate, dependable and reliable work habits, be able to work independently and efficiently, be detailed oriented and possess excellent problem-solving skills.
- Knowledge and ability to practice excellent customer service skills.

WORKING ENVIRONMENT

- Office environment
- Extensive contact with the public
- Job functions may require prolonged periods of sitting; climbing stairs; walking on uneven ground; reaching or kneeling; extensive use of computer keyboard; lifting up to 40 pounds
- May include occasional evening or weekend events

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Occasionally, the position requires driving to take youth members to off-site activities. Some lifting of supplies or equipment may occasionally be required, not exceeding 40 pounds.

JOB EVALUATION

The Faith Formation Coordinator is hired by the Pastor in consultation with the Director of Faith Formation. Performance will be reviewed after three-month of the initial probationary period and again at six months; after the first year, performance evaluations are performed on an annual basis.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____