

JOB DESCRIPTION

COORDINATOR OF PARISH PROGRAMS

NATURE OF POSITION

Responsible for overseeing the coordination of the K–8 Religious Education Program and also the coordination of Parish Youth Ministry programs for grades 9-12, with additional responsibilities as agreed upon by the Pastor.

REPORTING FUNCTION

Reports directly to the Pastor.

JOB DESCRIPTION

Duties may include any or all of the following:

RELIGIOUS EDUCATION COORDINATOR:

- Coordinate and recruit parishioners to lead Faith Formation Activities for Grades K-8, including special sacramental formational activities (e.g. retreats).
- Proposes and initiates programs necessary for the development of the parish religious education program.
- Implements diocesan religious education policies in the Parish Religious Education program.
- Recruit and maintain catechists and other catechetical volunteers.
- Ensures all catechetical personnel are in compliance with Diocesan Youth Protection policies.
- Accurately and in a timely manner, complete and submit Diocesan Religious Education Census form and all other required diocesan forms.
- Make Diocesan Religious Education curriculum available to Parish catechists and oversee its implementation.

- Coordinate and recruit parishioners, in conjunction with the Pastor, to lead the implementation of Parish sacramental catechesis preparation.
- In conjunction with the Pastor, to acquire textbooks from USCCB text conformity listing.
- Coordinates with volunteer leaders to execute all catechetical parent meetings.
- Coordinates with volunteer leaders in organizing any schedules and disseminates and manages the annual Parish Religious Education calendar.
- Coordinates with volunteer leaders in the conducting of registration of students in Religious Education Program.
- Assist in the preparation and management of Parish Religious Education budget in consultation with Pastor.
- Coordinates with volunteer leaders in reviewing, evaluating, and organizing inventories and orders essential religious education materials and supplies.
- Coordinates with volunteers that student and catechist files are up-to-date and ensures that necessary forms are present therein.
- Generate appropriate communications and publicity regarding catechetical programs.
- Coordinate with volunteer leaders about planning and implementing Diocesan chastity program.
- Coordinate with Parish volunteers who will lead the Vacation Bible School program, and ensuring all staff are in compliance with Diocesan Youth Protection policies.
- Coordinate volunteers to continue outreach to Hispanic parishioners.
- Coordinate volunteers for other teaching ministries (Song Time, Sword Drill, etc.)

HIGH SCHOOL YOUTH MINISTRY COORDINATION:

- Coordinate with Parish volunteer leaders who will lead and facilitate programs and activities for Parish high school youth.
- Coordinate with volunteer leaders and youth to organize a yearly social calendar of events.
- Coordinate with volunteer leaders to recruit other adult volunteers to supervise and lead various youth activities, making special effort to gain parental support and involvement.
- In conjunction with the Pastor, to coordinate with volunteers in establishing spiritual and liturgical activities with the Parish youth.
- Coordinating with the Pastor, volunteers leaders, and all parishioners in fostering the personal and spiritual growth of the Parish youth.
- Coordinate with volunteer leaders in supporting and participating in Diocesan-sponsored retreats, conventions, and events.
- Coordinate with volunteer leaders in providing catechetical opportunities for youth in grades 9-12.

- Follow Diocesan guidelines regarding adult volunteers and clearances. Make sure all necessary paperwork regarding clearances is on file with the Parish Office staff. Work closely with the Pastor to make sure all are in compliance.
- Coordinate Parish volunteer leaders in fundraising efforts.

OTHER PARISH DUTIES:

- Assist the Pastor in accessing and developing financial reports and other sundry Parish office duties as needed.

POSITION ANALYSIS

The Coordinator of Parish Programs (CPP) is a part-time, hourly paid employee responsible for coordinating both the Parish K-8 Religious Education program and the Parish high school youth ministry program under the supervisory direction of the Pastor, with other work responsibilities as agreed upon by the Pastor. This Coordinator will also be responsible for generating financial reports each month for the Parish Office.

This position requires a mature, professional, responsible, committed individual with excellent communication (oral and written), organizational, administrative, managerial and interpersonal skills. Must have computer and communication experience and skills (Word, Excel, texting, emailing, etc.). **Must be a Catholic in good standing** and have a working knowledge of Church teaching, Catholic sacramental theology and practices of the Church and Diocese. Must be versed in the stages of human and faith development in some capacity.

This position and its incumbent will be evaluated before the end of each Parish fiscal year by the Pastor.

EDUCATIONAL/WORK EXPERIENCE REQUIREMENTS/REMUNERATION

- High School diploma or equivalent.
- Some experience as a Parish catechist/volunteer prior to being hired is preferred.
- Basic and Advanced Catechetical Certification preferred

- Remuneration and Working Hours:

Hourly wage will be arranged according to Diocesan guidelines including:

The Coordinator of Parish Programs will be paid an hourly wage for the following work week:

- a. 12.0 hours each week in coordinating the various volunteers, leaders, and activities of the two Parish programs (Religious Education and High School Youth Ministry)
- b. 3.0 hours each week for Parish Office needs, finance reporting, etc.
- c. Hours each pay period shall total 15.0. Any additional hours needed to fulfill this position must be submitted to the Pastor for review and approval.

Anyone who is interested in applying for this Coordinator of Parish Programs position, please kindly mail your résumé/application to Father Pang Tcheou at Mary Mother of the Church Parish, 625 Union School Road Mount Joy, PA 17552, or email them electronically to fathertcheou@gmail.com