

**CATHEDRAL OF THE SACRED HEART
POSITION DESCRIPTION**

POSITION TITLE:	Coordinator of Faith Formation
IDENTIFYING INFORMATION:	
Schedule:	Part-time (20-25 hours per week)
Salary Range:	\$22 - \$25 Per hour
Status:	Non-exempt
Reports to:	Cathedral Rector

POSITION SUMMARY:

The Coordinator of Faith Formation is responsible for the development, coordination, and implementation of parish faith formation programs for children, youth, and adults. This role supports the parish's mission of forming missionary disciples by providing opportunities for catechesis, sacramental preparation, and ongoing spiritual growth in accordance with Roman Catholic teaching.

ESSENTIAL DUTIES:

Faith Formation Programming

- Coordinate and oversee religious education programs for Kindergarten through High School.
- Implement the Circle of Grace curriculum for grades K–12.
- Coordinate parish programs such as Quinceañera preparation and Summer Bible School/Totus Tuus.
- Develop and maintain annual faith formation schedules.
- Order and manage curriculum materials, books, and supplies.

Sacramental Preparation

- Prepare parents and godparents for the baptism of children.
- Coordinate First Reconciliation and First Communion preparation.
- Facilitate OCIA (Order of Christian Initiation of Adults) for adults and youth.
- Ensure all sacramental records are accurately maintained and notifications are sent to churches of baptism as required.

Volunteer & Catechist Coordination

- Recruit, train, and support catechists and volunteers.
- Ensure compliance with diocesan Safe Environment requirements for all volunteers.
- Coordinate annual catechist retreats and formation opportunities.
- Participate in diocesan Missionary Discipleship training and initiatives.

Administrative & Operational Responsibilities

- Maintain and update parishioner contact information related to faith formation programs.
- Assist with general parish operations, including securing the office and church as needed.
- Perform other duties as assigned by the Rector or parish leadership.

QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent required; Associate's or Bachelor's degree in Theology, Religious Studies, Education, or a related field preferred.
- Prior experience in parish ministry, faith formation, catechesis, or a related field preferred.
- Experience working with children, youth, and adult faith formation programs is highly desirable.
- Familiarity with Roman Catholic teachings, sacramental preparation, and diocesan guidelines required.
- Experience recruiting, training, and supporting volunteers preferred.
- Must be able to obtain and maintain Safe Environment compliance in accordance with diocesan requirements.

Knowledge Skills and Abilities demonstrating application of the following:

- Practicing Catholic in good standing with knowledge of Catholic teachings and diocesan catechetical guidelines.
- Demonstrates a welcoming, pastoral, and service-oriented approach when working with families and parishioners.
- Strong organizational skills with the ability to manage multiple programs and priorities.
- Ability to work independently and collaboratively within a parish setting.
- Proficiency in Microsoft Word, Excel, and PowerPoint.

Supervisory Responsibility:

- There are no supervisory responsibilities for this position.

Work Environment and Required Activities:

- Sundays (September–May): 9:00 a.m. – 12:00 p.m.
- Tuesday through Friday: 10:00 a.m. – 3:00 p.m.
- Additional hours as needed to support parish programming and events.
- Work is primarily performed in a parish office and church setting.
- May require occasional lifting of materials (up to 25 lbs), standing for extended periods, and participation in parish events.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

Thank you for your interest in career opportunities with
The Cathedral of the Sacred Heart!

Applications for this position will be accepted until the position is filled.
To apply for this position, please complete a Diocese of Pueblo application
and send to:
Cathedral Rector, 414 W. 11th St, Pueblo, CO 81003, or email
frderrek@gmail.com

Employee: _____

Supervisor: _____