

**OUR LADY OF THE MEADOWS CATHOLIC COMMUNITY
JOB DESCRIPTION**

JOB TITLE: Faith Formation Coordinator
REPORTS TO: Parish Pastor
SCHEDULE: Part-Time (20 to 25 hours per week)
FLSA STATUS: Non-Exempt
SALARY: \$20.00 an hour

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administer/coordinate faith enrichment programs for adults/seniors.
- Administer/coordinate religious education programs for K-12.
- Administer/coordinate Sacramental Preparation programs.
- Recruit, train, and motivate volunteers for these programs.
- The position will involve cooperation with ministries in other parishes.

QUALIFICATIONS

- Bachelor's Degree in Religious Education or similar field preferred
- Certificate in Youth Ministry, Pastoral Ministry, Theology, or other related training, or at least two years of experience in the field of Roman Catholic Religious Education

Work Environment:

- Minimum of 20 hours per week (not to exceed 25 hours)
- Flexible work schedule which includes evenings and weekends. Specific shift determined by the Pastor.

Other Requirements:

- Understanding of Roman Catholic teaching and sacramental beliefs and practices
- Must be a practicing Roman Catholic in good standing with the Church.
- Must be able to pass a criminal background investigation
- Must have good driving record, current Colorado Driver's License, and automobile insurance

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. 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. Some positions will require that the incumbent be an active Roman Catholic in good standing with the Church.

Interested candidates are encouraged to contact:
Msgr. Jim King at pastor@olm-parish.com or phone 719-561-3580