**OUR LADY OF THE MEADOWS CATHOLIC CHURCH - PUEBLO, COLORADO**

**JOB DESCRIPTION**

**JOB TITLE:** Faith Formation Coordinator

**REPORTS TO:** Parish Pastor

**SCHEDULE:** Part-Time 20 hours per week (not to exceed 25 hours)

**FLSA STATUS:** Non-Exempt

**SALARY:** $30.00 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 volunteers for these programs
* The position will involve cooperation with ministries in other parishes

**Education and Experience**

* 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

**Knowledge Skills Abilities**

* Ability to prioritize, plan, organize, and work effectively, using independent judgment to in accordance with established policies and procedure
* Ability to work autonomously and self-motivated
* Demonstrated ability to communicate effectively both verbally and in written form with a professional and positive attitude
* Proficiency in Microsoft office, Outlook, internet, database research, copy, printing, and scanning

**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

**Work Environment**

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

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. 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.

Please submit your application to:

Our Lady of the Meadows Catholic Church, 23 Starling Drive, Pueblo, CO 81005

Attn: Msgr. Jim King **or** email pastor@olm-parish.com