

DIRECTOR OF FAITH FORMATION/FAMILY FAITH COORDINATOR (FT), ST. ISIDORE PARISH, LAKEVILLE, MIDDLEBORO, ROCHESTER, MA.

St. Isidore Parish, Lakeville, Middleboro, Rochester is currently looking for a full-time Director of Faith Formation/Family Faith Coordinator to join their team.

Director of Faith Formation Responsibilities

- Act as liaison between Pastor and Faith Formation team
- Lead Faith Formation team meetings as needed
- Attend RCAB faith formation meetings
- Oversee and process annual Faith Formation registrations
- Maintain database in ParishSoft of registered participants to include attendance records.
- Oversee Sacrament Coordinator and act as a source of support/guidance
- Provide Faith Formation updates at monthly staff meetings
- Provide Faith Formation updates and serve as ex-officio member of Parish Pastoral Council at bi-monthly meetings.
- Evaluate Faith Formation programs and offerings including selection of texts and curriculum
- Plan overall annual Faith Formation schedule

Family Faith Formation Coordinator Responsibilities

- Designing and planning monthly family faith formation gatherings for children in grades 1-8 and their parents (up to four sessions per month needed depending on enrollment). Past lesson plans and all necessary supplies will be provided.
- Recruitment, support, and training of volunteers for family faith formation to include group facilitators, greeters, and meal help.
- Logistical support for family faith gatherings including ordering pizza/drinks, organizing supplies, making copies, and supervising hall set-up/clean-up.
- Leading the monthly faith formation gatherings as a catechist and/or supervising volunteers
- Ensuring compliance with all child safety protocols by all volunteers and participants.

Qualifications:

- Minimum of five years' experience in faith formation as a Catechist or teacher
- Supervisory experience
- Practicing Roman Catholic in good standing
- Bachelor's degree required in theology, teaching, or related field (MA preferred)
- Ability to communicate effectively orally and in writing
- Ability to lift/carry up to 35 pounds

- Ability to stand for long periods of time
- Driver's license and reliable transportation
- Microsoft Office (including Access) knowledge a plus
- ParishSoft knowledge a plus
- Google classroom experience a plus

To apply, please email a cover letter and resume to Holly Clark, hollyclark@cranberrycatholic.org