

St John of God Catholic Church

Somerset, MA



Coordinator of Faith Formation

Location: Somerset, MA

Position Type: Part-Time

Reports to: Pastor

Background

St John of God Catholic Church is seeking a Coordinator of Faith Formation to join our team in Somerset, MA. A parish community of the Diocese of Fall River begun in the late 1920s, St John of God serves almost 1,000 families from the Somerset area. We are a vibrant parish, serving a bi-lingual English and Portuguese community.

We are seeking a self-motivated and team-orientated individual of high integrity, who possesses a great work ethic and is passionate about fulfilling "Christ's work on earth". The Coordinator of Faith Formation is a part-time position and will report to the Pastor.

Essential Duties & Responsibilities

- Develop, implement, and oversee both catechetical programs and sacramental preparation for individuals in Grades 1-7
- Develop and utilize methods of catechesis that involve, engage, and help form parents as the primary educators of the faith
- Organize opportunities for children, pre-adolescents and families to actively engage in the life of the parish, including in worship, service and community
- Recruit and form volunteers to aid with catechetical and sacramental programs, including ensuring compliance with Diocesan safe environment policies
- Maintain a safe environment for participants in faith formation programs
- Prepare faith formation registration, scheduling and maintain accurate records, forms, budget, and calendar
- Research and purchase necessary materials for programs
- Maintain regular communication with parents, families, staff and the parish
- Incorporate the needs of different ethnic groups and those with disabilities in programming
- Evaluate programs and events, measuring trends, outcomes and effectiveness
- Provide direct assistance and ongoing support to the Pastor, including other duties as assigned
- Collaborate with Diocesan offices on evangelization and catechesis

Qualifications

- One to three years of relevant experience
- Deep faith and personal commitment to the teachings and life of the Roman Catholic Church, and a desire to teach and communicate it with others
- Demonstrated leadership and organizational ability, skills and desire for collaboration, together with ability to take initiative and work independently
- Strong communication skills, both written and oral; ability to effectively present information and respond to questions from a variety of groups
- Detailed-oriented, able to handle multiple priorities
- Proficient with the Microsoft Office Suite and Google Suite of products
- Ability to work evenings and weekends as needed
- Preference given to those with a Bachelor's degree, preferably in Theology, Religious Education or related field

Additional Information

We offer a competitive salary commensurate with education and experience, a comprehensive employee benefits program, and a paid time off policy.
Equal Opportunity Employer

Three professional references will be requested as part of the application process. Additionally, applicants are asked to provide a letter from their pastor attesting that they are a practicing Catholic in good standing.

Please submit your cover letter and resume to Rev Jason Brilhante, Pastor
Email: office@sjogsomerset.org
Mail: St John of God Catholic Church, 996 Brayton Ave, Somerset, MA 02726

