

Job Posting Form

Date Posted: 11/8/2018

Send resume to: jrischmiller@stgregs.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 20+ Full-Time:

Job Title of Open Position: Confirmation and High School Coordinato

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. Gregory the Great Parish Department Family Faith Formation

Location Address: 250 St. Gregory Court, Williamsville, NY 14221

Employer website: www.stgregs.org

Brief Job Description

HS catechetical program:

- Create all lesson plans for 9th and 10th grade catechesis, weekly program, PHS Summer Program and Generations of Faith based in Diocesan Curriculum Guidelines
- Find speakers for topics relevant to HS curriculum (all speakers must be approved by the pastor)
- Work with youth ministry to form a cohesive program for connections between faith formation and youth ministry
- Work with entire faith formation team on recruiting volunteer catechists
- "Safe Kids" requirements for the Diocesan Safe Environment are met

Confirmation preparation:

- Prepare high school students from both public and Catholic high schools for Confirmation meeting the standards of Diocesan guidelines for Confirmation preparation
- Paperwork – gather, review and organize
- Service opportunities – gather and communicate opportunities for teens
- Develop preparation sessions
- Work with pastor, DRE and youth ministry on development and facilitation of Confirmation retreats
- Organize interviews for all candidates
- Organize rehearsal, set up and program for Confirmation

Generations of Faith:

- Work with director in facilitation of gathered sessions including set up and clean up
- Work with director on development of the yearly theme and presenters

Other:

- Work to provide training and continuing education opportunities for catechists
- Attend vicariate catechetical leadership meetings
- Participate in workshops, retreat and other learning opportunities for personal educational and faith development
- Schedule the required "Safe Kids" talks as required by the Diocese of Buffalo

Qualifications: Required Education/Experience

- Must be a fully initiated Catholic and a participating member of a Roman Catholic faith community
- Ability to maintain confidentiality
- Knowledge of and support for the teachings of the Roman Catholic Church especially the Catechism of the Catholic Church and current Church documents as they pertain to evangelization and catechesis
- Ability to work evenings and weekends
- Computer literacy
- Education: Bachelor Degree; needs to be working towards Diocesan Catechetical Leadership Certification
- Experience: Previous experience in catechetical leadership, good working knowledge of diocesan curriculum guidelines for high school & Confirmation
- Special Skills: Knowledge of Microsoft Office programs & PDS formation program

Desired Skills

- Special Skills: Knowledge of Microsoft Office programs & PDS formation program
- Ergonomic Requirements: The functions of this position usually are performed sitting, standing, stooping, kneeling, bending, crouching, light lifting, walking, carrying and other movements. Tasks involve working on a computer keyboard and involved extensive hand and wrist movement. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above; ability to conduct essential duties of the position with or without accommodations

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **until filled**