

Parish of the Holy Eucharist
Faith Formation Coordinator for Ages 5– 18 at Sacred Heart Church

PARISH: Parish of the Holy Eucharist

TITLE OF POSITION: Faith Formation Coordinator at Sacred Heart Church

REPORTS TO: Director of Lifelong Faith Formation

STATUS: 20 hrs./week

Mail or email cover letter and resume to: Georgette Dionne, Director of Lifelong Faith Formation
georgettedionne@portlanddiocese.org, 266 Foreside Road, Falmouth, ME 04105

Essential function: The person in this ministry is a disciple of Christ who ministers to the faith formation of youth, ages 5 to 18 and their families, for the purpose of forming disciples, according to the mission of Christ and our parish life. This person is a collaborative, prayerful leader who seeks to be in relationship with God and others.

General description of duties:

- Acts as the primary faith formation leader at Sacred Heart Church in Yarmouth, ME
- Will join the parish Lifelong Faith Formation staff, which works closely and collaboratively regarding all matters related to faith formation for children, teens, and their families
- Helps the LFF office with the annual registration process
- Helps with the ongoing recruitment of catechists and Liturgy of the Word leaders
- Is present to oversee and facilitate Faith Formation events and weekly catechetical sessions on Sundays and other days when necessary; in the event of occasional unavailability, she/he recruits volunteers to act in this capacity
- Helps to form volunteer adult and teen leaders, through discipleship, within this community
- Supports the Sacrament catechists in all matters related to the children's sacrament preparation
- Is willing to lead prayer, teach, and facilitate small groups when needed
- Is willing to help with the faith formation of parents and to help develop a culture of family & intergenerational formation
- Supports catechists and Liturgy of the Word leaders through regular contact and conversations; assesses continued progress and concerns and communicates these to LFF staff
- Attends necessary staff meetings, retreats, trainings, and events meant to enhance the effectiveness of this ministry and deepens own spiritual formation (costs are the responsibility of the LFF office)

Qualifications:

- Fully initiated Catholic, engaged in the life of the Church
- BA, preferably in ministry-related discipline; or BA with leadership and ministry experience and certification
- Experience with computer literacy and social media
- Interest in and continued commitment to further leadership and ministry training and certification (all costs absorbed by the LFF office)