



Christ the King Parish- Pueblo, CO

Elementary Formation Coordinator Job Description

JOB TITLE:	Elementary Formation Coordinator
REPORTS TO:	Parish Pastor
WORKS CLOSELY WITH:	Other members of the Faith Formation Team
SCHEDULE:	Part-Time 20 hours per week
FLSA STATUS:	Non-Exempt
SALARY:	\$18.00 an hour

Essential Duties and Responsibilities

Elementary Formation duties:

- Administer/coordinate religious formation program for elementary school students (Kindergarten - 5th Grade) and their parents - including planning, picking curriculum and implementation of classes at church and in the home
- Coordinate babysitting for young children
- Catechist recruitment and training and working closely with key volunteers
- Advertise/support summer programming (VBS, Totus Tuus, etc.)
- Reach out to new families - answer questions, get them integrated
- Participate in summer brainstorming and planning for the year
- Work closely with other members of the Formation team throughout the year

Parent Formation duties:

- Work with other formation staff members to set up parent formation when the students are in class - choose curriculum, implement the Discipleship Flywheel
- Send weekly email to parents with useful information and links
- Help formation team with special events involving families (such as opening BBQ in the fall, retreat in the winter, closing event in the spring)

Miscellaneous duties:

- Create the "Formation for All" schedule and online registration for the year
- Create attendance sheets for all of Religious Formation and maintain those records for the year
- Coordinate use of the Formation Center, including getting all classrooms ready in the fall, working with Headstart on room use, and making sure there are materials and snacks in rooms all year
- Communicate information to appropriate staff member for the website/Facebook

- Ensure the parish complies with diocesan safe environment requirements and Circle of Grace training every year
- Manage Elementary Formation Budget

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, Flocknote, Canva, Google workspace, Parish Soft, internet, database research, copying, 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 and resume by July 11 to:
Fr. Carl Wertin, Christ the King Parish, 1708 Horseshoe Drive, Pueblo, CO 81001
or email cwertin@ctkpueblo.org