

Our Lady of the Miraculous Medal Parish in Hampton, NH is currently looking for a Coordinator of Faith Formation to join their team. This is a 35 hour per week position. The ideal candidate will be a joyful, active prayerful disciple of Jesus Christ who can provide vision to build and grow an Elementary School Faith Formation Program for students in grades K through 5.

## **FAITH FORMATION**

### **General Responsibility:**

The role of this position is to create an environment and programs designed to help individuals and families grow and develop their knowledge of the love of God. This individual will evangelize and build your disciples and families for Christ by developing and implementing a comprehensive approach to Faith Formation in the areas of worship, discipleship, and formation.

### **Specific Responsibilities:**

- Evaluate faith formation programs focused on forming families of faith.
- Provide opportunities for parents of Elementary School students to assist and deepen their own faith.
- Plan annual Faith Formation schedule and events for grades K-5
- Oversee and process annual Faith Formation registrations.
- Maintain registrations in Parish Soft database.
- Oversee sacramental preparation for First Penance, First Communion and Confirmation.
- Lead Faith Formation and parent meetings as needed.
- Recruit, train, and support Faith Formation teachers.
- Create weekly, age-appropriate lesson plans for grades K-5; outlining program needs (e.g., materials, supplies, Catechist plans) and evaluating each lesson for success in meeting the goals and

objectives while striving to implement strategies for relational ministry and spiritual experiences at each grade level.

- Be visible, available and accessible to youth and parents.
- Communicate with families in a timely and effective manner using all available resources – email, bulletin, Facebook, etc.
- Ensure compliance with all child safety protocol for students and volunteers.
- Safe Environment Coordinator
- Other responsibilities required by the Pastor.

### **Qualifications and Education Requirements:**

- Bachelor's degree in education or theology preferred.
- Previous experience as a Catechetical Leader.
- Proficient computer skills including, but not limited to Microsoft suite Word, Excel, and Outlook as well as social media.
- Proficient in maintaining Outlook calendar.
- Knowledge of Parish Soft a plus.
- Experience planning and hosting events.
- Ability to work both independently and as part of a team.
- Ability to speak in front of groups (students, catechists, families).
- Possess a proven ability to work effectively with elementary aged students.
- Proven leadership ability.
- Must possess an enthusiastic and energetic attitude.
- Must possess flexibility to handle transitions seamlessly.
- Must have excellent communication and interpersonal skills.
- Must be able to handle sensitive data and communications with Confidentiality.
- Must be willing to support the mission and vision of the Roman Catholic Church and be a Catholic in good standing.
- Must complete and maintain Diocesan Safe Environment training as Required by the Diocese of Manchester.

Please contact the Our Lady of the Miraculous Medal Parish Office at 603-926-2206 or [office@olmmparish.org](mailto:office@olmmparish.org) for more information or to apply.