

St. Luke the Evangelist Catholic Church – Job Opportunity

Position: Children Faith Formation Coordinator

Reports To: Pastor

Employment Type: Full-Time (Minimum 40 hours/week)

FLSA Status: Non-Exempt

Job Summary:

St. Luke the Evangelist Catholic Church is seeking a dedicated and organized Children Faith Formation Coordinator to lead and manage faith formation programs for children from Pre-K through 5th grade, including Vacation Bible School (VBS), First Reconciliation, First Communion, and help with 6th and 8th grade program. The coordinator will oversee program planning, volunteer management, communication with families, and ensure alignment with parish and Archdiocesan standards.

Key Responsibilities:

- Design and oversee weekly religious education classes, retreats, workshops, and spiritual activities for elementary-aged children.
 - Prepare lesson materials and train volunteer catechists for Pre-K through 5th grade, Sacramental preparation, and VBS.
 - Help prepare lesson materials and train volunteer catechist for 6th and 8th grade class.
 - Schedule and coordinate all program activities and events.
 - Ensure all adult volunteers are trained in Safe Environment protocols (CMG).
 - Work collaboratively with parish staff and volunteers to integrate youth formation into the broader mission of the parish.
 - Maintain clear and consistent communication with parents, families, and parish leadership.
 - Translate communications and materials into Spanish when needed.
 - Attend relevant Deanery and Archdiocesan meetings, workshops, and training events.
 - Manage program budgets, oversee expenses, and assist in fundraising efforts.
 - Additional duties as assigned by the Pastor.
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Required Qualifications:

- Practicing Catholic in good standing with the Church.
- Bachelor's degree in Theology, Catechetics, or a related field or a minimum of 5 years of directly related experience in Faith Formation.
- Strong knowledge of Catholic doctrine and tradition.
- Bilingual: Fluent in English and Spanish (spoken and written).

- Excellent communication and interpersonal skills.
 - Skilled in Microsoft Office (Word, Excel, Outlook) and general computer literacy.
 - Ability to plan, organize, and prioritize tasks while meeting deadlines.
 - Professional demeanor, positive attitude, team-oriented, and able to work in a fast-paced environment.
 - Must pass a background check and complete CMG Safe Environment training.
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How to Apply:

Qualified applicants should email their resume and minimum salary requirement to:
businessmanager@stlukescatholic.com

Please include "**Children Faith Formation Coordinator**" in the subject line.

Applications without a stated salary requirement may not be considered.

Revised: June 16, 2025

A signed copy of this job description will be required upon hire.