



St. John Paul II Parish Family

Job Description

I. IDENTIFYING INFORMATION

Position Title: COORDINATOR OF CHILD FORMATION
Status: Part time, non-exempt, up to 20 hours per week
Reports to: Director of Faith Formation
Start date: July 1, 2025
Location: South Dayton area
Eligibility: St. John Paul II Family Parishioner
Duration: Academic year
Compensation: Unpaid or Paid

II. PRIMARY FUNCTION OF THIS POSITION

The Coordinator provides for the administration and operation of our Parish School of Religion (PSR), which hosts faith formation classes for our parish family children in grades Pre-K through Grade 6 who attend public school. Our PSR operates at the St. Henry campus of our Catholic elementary school, Bishop Leibold School (BLS), together forming a center of excellence for child faith formation. Students attend our PSR once per week from September through April, with the choice of either a Sunday morning or weekday evening class time.

The Coordinator will demonstrate a strong understanding of Church teaching and be exceptionally passionate about children's faith formation. The Coordinator role is part of the St. John Paul II parish family [Faith Formation Team](#).

III. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Set annual SMART goals for Child Formation.
2. Draft the annual Child Formation budget and track both income and expenditures throughout the year.
3. Draft the annual PSR class schedule, considering the curriculum format, the liturgical calendar, and area public school schedules.
4. Recruit qualified catechists for our PSR, including classroom leads, support catechists and youth assistants.
5. Clearly communicate and provide resources to PSR catechists for safe environment training, emergency procedures, and child protection policies.
6. In collaboration with the Involvement Team, update the Child Formation webpage on the parish family website with program information and registration instructions for our PSR.
7. Reach out to parish families to assist with registration and drive enrollment in our PSR.
8. On PSR class days:
 - a. Prepare classrooms for catechists to include light cleanup, printing class rosters and handouts, and obtaining needed supplies;
 - b. Prepare cafeteria tables, chairs and coffee station for the gathering of parents who choose to stay during classes;

- c. Greet students and their parents at the main doors, observing school building security protocol before, during, and after classes;
 - d. Work with catechists to record student attendance;
 - e. Make periodic building sweeps to monitor classrooms and lavatories;
 - f. Respond to calamities as needed (e.g. first aid, mopping floors);
 - g. Spend time conversing with parents;
 - h. Manage PSR dismissal with families;
 - i. Check with catechists on class outcomes and any follow-up actions;
 - j. Make a final building pass and execute lock-up procedures.
9. Identify challenges and opportunities for improvement in PSR operations throughout the academic year.
 10. Administer the annual Assessment of Religious Knowledge (ARK) to all PSR catechists and students (Grade 2 and above).
 11. Develop and maintain a PSR policy handbook for parents.
 12. Encourage parents in their responsibility to hand on our cherished Catholic heritage and to promote the importance of faith discussion and prayer in the childrens' everyday lives.
 13. Conduct summer programming for children that is authentically Catholic (i.e., emphasizes both the Word of God and the Sacraments).
 14. As a parish staff member: attend staff/team meetings; collaborate in team work sessions; communicate to staff/team about apostolate activities; and seek staff/team input on issues related to child formation.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

1. Active Catholic parishioner in good standing with a consistent prayer life, regular reception of the sacraments, and frequent speaking of his/her relationship with Jesus
2. Spiritually mature missionary disciple who actively discerns the movement of the Holy Spirit leading his/her apostolate efforts and personal life
3. At ease praying in front of and with others, leading and participating in spontaneous prayer and worship
4. Strong verbal and written communication skills and the ability to relate to different types of personalities
5. Highly adept at organizing detailed activities and prioritizing time efficiently
6. Technology savvy with high proficiency in Google Workspace and Microsoft Office
7. Available to work daytime, evening and weekend hours at all three parish campuses
8. Working environment: office and storage space provided at each parish and in the SH BLS school building; must be able to transport materials and equipment (up to 30 pounds) to and from various locations; candidate to provide his/her own Windows or MacOS laptop

V. ACKNOWLEDGEMENT

The JPPI Parish Family staff is composed of and continues to seek individuals who are team players, reliable communicators, passionately Catholic, striving for holiness, and aligned with the Magisterium and norms of the Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

A valid driver's license is required. Before starting the position, the Associate Director must be fingerprinted, complete a background check, and be enrolled and/or current with the Archdiocese of Cincinnati SafeParish child protection training.

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____