

**IMMACULATE CATHOLIC CHURCH is seeking a  
COORDINATOR OF CHILDREN'S FAITH FORMATION (CFF).**

**Nestled near the heart of Owensboro, Kentucky, Immaculate Catholic Church is home to approximately 700 families. Immaculate Church is member of the Diocese of Owensboro. Our location includes our church, church offices, large parish hall and parish rectory. We are physically located at 2516 Christie Place, Owensboro, Kentucky.**

**The following are encouraged to apply:** Experienced educators that have taught in Catholic schools (or a related field of religious education), possess knowledge and practice of the Roman Catholic faith and are in full support of the mission of Catholic education for our young people.

The Coordinator of Children's Faith Formation (CFF) is a very important part of the Church Office Team at Immaculate Parish. This person will collaborate with the Adult Faith Formation Coordinator and the RCIA Coordinator. The CFF oversees the development of the yearly Religious Education program, along with organization and oversight of the Religious Education catechist volunteers, oversight of those attending religious education programs, and oversight of the following sacraments/ preparation: First Penance and First Holy Communion (2<sup>nd</sup> Graders) and Confirmation (8<sup>th</sup> graders). This team-oriented person uses strong organizational and communication skills to work with our team and families to host a vibrant Children's Faith Formation program. The weekly schedule for this salaried position is estimated at 30-35 hours. A wide range of full-time benefits through the Diocese of Owensboro would be available to this applicant.

**HIGHLIGHTED JOB RESPONSIBILITIES:**

- Create the yearly Religious Education calendar (typically following a school year calendar)
- \* oversee the weekly religious education classes (K-8)
- Facilitate registration for Religious Education; order, organize, and distribute books and supplies.
- Effectively communicate with parish Religious Education families
  - Maintain thorough records for all volunteers and students in the program, including registration, Catechist and Safe Environment training, and attendance.
- \* Oversee education, documentation and preparation for sacramental celebrations of First Penance, Confirmation and First Holy Communion.
- Facilitate recruitment and training of CFF catechists and volunteers. Provide on-going training, meetings, evaluations, as needed.
- \*Oversee lay minister volunteers to hold Children's Liturgy of The Word (CLW) during the homily at the weekly 10am Mass.
- \*attend bi-weekly meetings with team members to plan calendars, share ideas and CFF event details

**Application Requirements:**

- Bachelor's Degree in Education, Religious Education, Pastoral Studies, or related field from an accredited college or university. (Commensurate parish experience may be considered)
- Practicing Roman Catholic, fully able to participate in the sacramental life of the Church.
- Excellent written and verbal communication skills, as well as organization, time management prioritization skills.
- Proficient in computer applications and social media applications.

**Immaculate Parish is an equal opportunity employer that offers a wide range of benefits. Please submit resume and a cover letter to our Pastor at [John.Vaughan@pastoral.org](mailto:John.Vaughan@pastoral.org)**