

Our Lady of Peace Parish is seeking a Faith Formation Coordinator for a minimum of 20 hours per week (with the possibility up to 30 hours). The candidate must be a fully initiated Catholic (in good standing) and if married, married in the Roman Catholic Church. The ideal candidate would have a degree in Religious Education or related field and have experience as a director or coordinator of religious education. The position is available immediately. The hourly rate is \$19-\$24 commensurate with experience and demonstrated abilities determined by experience. Applicant must be able to pass a criminal background screening and credit check per diocesan policy.

Duties include planning and directing the parish faith formation programs following the Catechism of the Catholic Church as well as diocesan and parish guidelines. The candidate will be required to work on Sundays during the religious education school year (August-May). Communication with parents is essential; a bilingual (English & Spanish) candidate is preferred.

The Faith Formation Coordinator completes the role by:

- Possessing strong computer, communication and writing skills.
- Ability to organize and attention to detail is necessary.
- Have knowledge of the practices and methods of the Roman Catholic Catechism.
- Organize, develop if needed, and execute large events to include First Holy Communion, Confirmation and Baccalaureate Mass.
- Ability to maintain strict confidentiality where required.
- Collaborate with staff and volunteers for the religious education program.

Those interested in this position should send resumes to: kwahl@charlestandiocese.org

Please, no phone inquires.