

First Communion Coordinator (English)

St. Christopher, Moreno Valley, CA

Full Time: 35 hours per week

\$18.00 per hour

We, the faithful of Saint Christopher Parish, animated by the **GOOD NEWS** of Christ and inspired by the Diocesan Vision, are called to grow as a **RECONCILING MULTICULTURAL CHURCH**

POSITION SUMMARY

The primary purpose of this position is to welcome and catechize those children of primary grades 1st through 12th and those seeking the sacrament of Reconciliation and Holy Eucharist. Implement the reception of the Sacrament within the Liturgy following the guidelines set by the Diocese of San Bernardino. This position reports to the Faith Formation Director. Major and position responsibilities and regular activities include the following:

- Recruit and train Catechist and Co-Catechist for grades 1 through 12.
- Provide training on the "Circle of Grace" for the catechist and children according to the age-appropriate lessons.
- Provide appropriate catechesis according to the age and grade level for those seeking Sacraments of Reconciliation and Holy Eucharist.
- Assist in Registrations and maintain Parish Soft records by inputting sacrament information and attendance.
- Open and lock the rooms that are used for catechesis and provide the catechist with the materials needed.
- Provide retreats to enrich the faith journey of the children and parents.
- Implement the receptions of the sacraments as per the guidelines of the Diocese of San Bernardino.
- Create certificates and have them ready to distribute after the Reception of the Sacrament.
- Coordinate and Collaborate with the Director of Faith Formation for special events for the children and parents, retreats, Vacation Bible Study, Living Rosaries, Liturgies etc...
- Creating and providing a yearly calendar for the program.
- Stay within the budget given for the program expenses.
- Attend the following meetings: staff, vicariate and those deemed by the Pastor or Director of Faith Formation.
- Assist once a month at the Children's Masses, Sunday, 8:15am English Mass and 7:00 pm Spanish Mass.
- Other duties assign by the Pastor or Director of Faith Formation.

SKILLS & EXPERIENCE REQUIRED

- High School Graduate or GED, Completion of Ministry Formation, PMFP and CMFP
- Maintain Confidentiality
- Good basic clerical and computer skills
- Ability to interact professionally with all employees, volunteers, and parishioners
- Ability to work and understand a multicultural environment
- Bilingual and Biliterate is preferred.
- Ability to work evenings and weekends as required for needs of the parish and/or parish events.

PHYSICAL REQUIREMENTS

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 40 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to

Eileen Salazar, HR Generalist

E-mail: esalazar@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer