



**Our Lady of Lourdes R.C. Church**  
**One Eagle Rock Avenue**  
**West Orange, NJ 07052**

**LOURDESWESTORANGE.ORG 973.325.0110**

**Job Posting: Coordinator of Family Catechesis**  
**Part Time (Non Exempt) Hourly Position (version /date: Feb. 2, 2023)**

The Coordinator of Family Catechesis is the Parish Catechetical Leader. The goal(s) are to (i) form families in the Catholic Faith and Traditions and (ii) engage and accompany parents as well as children on their journey as disciples of Jesus Christ.

**Classes (Grades 1-5):** Prepare lessons for volunteer catechists, teach, and coordinate once per month on scheduled Saturday (3:00-5:30 pm) and Monday (5:00 to 7:30pm). Child attends with the parent(s).

**Classes (Grade 6):** Your responsibility is to ensure the Grade 6 volunteer catechist has the necessary room and roster of children for attendance. Provide workbooks and Bibles to Grade 6 catechist. Collaborate with Grade 6 catechist to create schedule of dates for classes. Ensure the Grade 6 dates are on the overall calendar.

Children in Grade 6 are taught by a volunteer catechists and do not attend with a parent. Schedule for Grade 6 is different from Grades 1-5. Some Grade 6 students may also need to attend “sacramental prep” for 1<sup>st</sup> Penance and 1<sup>st</sup> Communion.

**Classes (Sacramental Prep):** Prepare and give lessons for 1<sup>st</sup> Penance, 1<sup>st</sup> Communion prep. Lessons generally take place on Sunday morning.

**Educational requirement:** Bachelor of Arts or Bachelor Science degree from an accredited university.

**Technical Computer and Communication Skill:**

- At minimum, proficiency with Microsoft(MS)-Word, e-mail, phone/texting, internet searches.
- Familiarity with MS-Excel and/or PowerPoint and/or Publisher is a plus
- *Familiarity with Google Classroom and ParishSoft database to manage faith formation records only.*

**General Requirements:**

Ability to communicate in a multi-cultural environment

Ability to use email/texting/software for bilingual communication.

Ability to maintain accurate records for faith formation children and families.

Ability to accompany and assess the faith development of individual children and families.

Proficiency or fluency in Spanish is preferred.

**Pay:** Hourly wage, \$20-\$24. Estimated average of 24 hours / week.

Please submit resume to email = [office5@lourdeswestorange.org](mailto:office5@lourdeswestorange.org)

If you are not sure if we received your resume, please call 973.325.0110 to follow up.