

ST JOAN OF ARC CATHOLIC CHURCH		JOB DESCRIPTION
Job Title: Evangelization Coordinator (Age 3 – 4 <sup>th</sup> Grade) Responsible To: Director of Evangelization		Written/Revised: July 21, 2020 FLSA Code: Salary-Exempt
		Full Time

**I. JOB SUMMARY**

This person creates and implements the Age 3 - 4th Grade Religious Education program. The Coordinator must maintain a clear understanding of the needs of the students, the Evangelization Office families, as well as the needs of the Evangelization Office staff. This person must provide a positive influence upon the staff that will encourage staff to work together for the common good of those served. This position operates within the framework of shared ministry in Catholic values by performing the following duties personally or through assistance of other parish personnel.

This person will focus on the pre-elementary up to 4th grades in regard to creating curriculum, organizing and maintaining volunteers, facilitating meetings, including presenting in front of large groups and providing information to volunteers of the program. The person in this position is responsible for all activities within the curriculum. This person works in conjunction with the Director of Evangelization.

This job description reflects management’s assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the parish and diocesan policy and procedures manuals.

**II. ESSENTIAL JOB RESPONSIBILITIES**

**Instructional Duties:**

1. Plans and implements liturgical services and activities for the students. This will be done in collaboration with the Director of Sacred Music, Director of Evangelization and primarily, the Director of Sacred Liturgy.
2. Is present for every class.
3. Acts as the direct contact for all relative volunteers.

4. Assists catechists with classroom discipline and develops evaluation process for student behavior.

**Administrative Duties:**

1. Creates, organizes and maintains the curriculum for the age 3-4<sup>th</sup> grades.
2. Collaborates with program coordinators in obtaining all materials needed for each lesson.
3. Submits supply requests to the Director of Evangelization, as needed.
4. Monitors relative volunteers during class times.
5. Sets up and prepares classrooms to include decorations, cleaning supplies and teaching materials.
6. Communicates with volunteers and parents.
7. Writes weekly announcements.
8. Oversees student attendance records for age 3-4<sup>th</sup> grades on a weekly basis.
9. Provides status reports to parents whose students have attendance issues and/or have reached the maximum allowed absences.
10. Provides opportunities for make-up lessons, as applicable.
11. Organizes service projects and recruits student volunteers.
12. Distributes and inventories all relevant books and folders.
13. Labels and organizes teachers' and aides' curriculum binders and packets.
14. Provides updated information and newsfeeds for the St Joan of Arc website.
15. Assists the Volunteer Coordinators with volunteer meetings and the Volunteer Dinner/Luncheon.
16. Collaborates with other staff in preparing the Evangelization Office calendar of events.
17. Works with the Director of Evangelization in creating and implementing curriculum for 2<sup>nd</sup> Grade Sacrament Preparation and Sacrament classes.
18. Monitors workroom volunteers on Sundays.
19. Writes bulletin and PSR Newsletter articles as needed.
20. Supportive of the Pastor's vision.

**III. OTHER POSITION RESPONSIBILITIES**

1. Administers parish business operations in accordance with the parish and Catholic Church's mission.
2. Understands Catholic social teaching and applies it to parish policies and practices.
3. Ensures the parish is compliant with federal, state, local and regulatory bodies.
4. Maintains a neat and safe work area.
5. Appropriate office attire is required.
6. Maintains all information as highly confidential.

7. Supportive of the Pastor's vision.
8. Performs other duties as assigned.

#### IV. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Required:** Compliance with BCI&I background checks and completion of protecting God's Children program. Practicing Catholic with a commitment to his/her own faith life.

**Education:** Bachelor's Degree, preferably in Theology/Religious Studies or Education; Basic Catechist Certification with intent to earn Advanced Certification; record of attendance at Diocesan workshops and programs for ongoing enrichment and to maintain Certification. Knowledge and understanding of the Catholic Church and its mission is required.

**Experience:** Two to three years previous experience is required.

**Job Related Skills:** This position requires frequently moving about the parish facilities to perform the required tasks.

**Interpersonal Skills:** Excellent oral and written communication and human relations skills when dealing with co-workers, other parish or Diocesan employees, families and the general public.

#### V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work.

**VI. ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

Employee understands that as an employee of a Catholic institution, Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, employees agree to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including, but not limited to, the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss the Employee for violation of these standards, thereby terminating any and all rights the Employee may have to continued employment.

**ADHERENCE TO CHURCH TEACHINGS**

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of the standards, or any conduct which appears to reject or offend the teachings, doctrines or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church”, which is on-line at <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or [dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please e-mail your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date

The following items marked with an “X” are the physical and mental job requirements that are essential for this position.

**Physical**

- X Standing
- X Walking
- X Sitting
- X Lifting
- X Carrying
- X Pushing
- X Pulling
- X Climbing
  - X Stairs
  - Ladders
  - Scaffoldings
  - X Ramps
  - Poles
  - In-Out Vehicles, Equipment, Machinery
- X Stooping
- X Kneeling
- X Crouching
  - Crawling
- X Reaching
- Running
- X Head and Neck Movement
- X Movement Across Mid-Line

**Coordination**

- X Balancing
- X Handling
- X Controls (buttons, pedals, levers, cranks)
- X Grasp
- X Finger Dexterity
- X Manual Dexterity
- X Motor Coordination
  - Driving

**Interpersonal**

- X Talking
- X Persuasiveness
- X Speaking Ability
- X Handling people
- X Judgment
  - Bilingual
- X Imagination
- X Initiative
- X Patience

**Perception**

- X Feeling
- X Seeing
- X Hearing
- X Form Perception
- X Clerical Perception
- X Auditory (hearing) Discrimination
- X Tactile (touch) Discrimination
- X Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

**Mental**

- X Alertness
- X Precision
- X Ingenuity
- X Problem Solving
- X Analytic Ability
- X Memory
- X Creativity
- X Concentration

Pastor’s Approval

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Date

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