

**Coordinator of Parish Family Faith Formation  
Church of the Sacred Heart, Oxford (Chester County) Pennsylvania  
Full Time (24 hours per week)**

Sacred Heart Church in Oxford, Pennsylvania, is seeking a Coordinator of Parish Family Faith Formation. He/she must be a practicing Catholic, in good standing with the Church and committed to the authentic teaching of the Catholic faith promulgated in the Archdiocese of Philadelphia.

**Main Responsibilities:**

- Continued development, organization and supervision of the Parish Religious Education Program of Family Faith Formation of children and adults.
- Recruits, trains and supervises catechists and other volunteers
- Maintain records of students, catechists, registration and fees
- Coordinates with catechists for the sacramental preparation of all parish children (First Holy Communion, First Penance, Confirmation)
- Communicates regularly with families and assists parents in preparing children for the sacraments.
- Coordinates Liturgy of the Word for Children; recruits and trains volunteers.
- Attends Archdiocesan meetings/trainings related to the position; participates in continuing education and faith formation programs

**Qualifications:**

- Baptized and practicing Catholic in good standing at his/her proper parish of registration.
- Strong interpersonal, communication and organizational skills
- Maintain an appropriate degree of personal decorum, confidentiality and professionalism in attire, disposition and interactions with others. (Reference – A of P Standards of Ministerial Behavior and Boundaries).
- Available to work a flexible schedule to include occasional weekends and evenings
- Knowledge of Microsoft Office including Word, Excel, Publisher, and skills to navigate data based programs (i.e. PDS)

**Education:**

- A religious education or teaching background, a related field and/or extensive experience in Faith Formation

Salary is commensurate with experience. Interested candidates should send a cover letter and resume attention Rev. Michael Hennelly to [lisaedger.sacredheart@gmail.com](mailto:lisaedger.sacredheart@gmail.com)