



St. Mary of the Immaculate Conception  
Muskegon, MI

### **Job Title**

Coordinator of Children's Discipleship

### **Job Summary**

The Coordinator of Children's Discipleship is a dedicated disciple who oversees and is responsible for the planning and implementation of formation and Sacramental Preparation for children using the Catechesis of the Good Shepherd (CGS) as the primary formation model. At this time, the parish offers Level 1 and Level 2 and will continue to grow into Level 3.

### **Responsibilities**

#### *Leadership & Development*

- Recruit and support catechists for the Catechesis of the Good Shepherd
- Recruit a team of assistants that help catechists during atrium time
- Lead weekly team prayer and meetings and develop the skills of catechists & aids
- With the assistance of the Director of Discipleship & Evangelization (DDE), organize assistant trainings
- Collaborate with the DDE to continue building the Level 3 Atrium and growing the CGS program
- Work with DDE to develop and implement formation plan for children after they have aged out of the level 3 atrium, bridging the gap between 6th and 8th grade (this will take time)

#### *Programming & Preparation*

- Assist the catechists as needed in planning and facilitating weekly sessions of CGS particularly at times of celebration in the Atrium
- Serve as a Catechist as needed
- Manage atria materials
- Collaborate with area parishes to steward resources well and advance the mission of the Church here in the Muskegon Community and beyond
- Plan and Implement Meditations for First Reconciliation to be given outside the atrium with parents present
- Plan and facilitate First Reconciliation Retreat & First Reconciliation
- Plan and facilitate First Communion Retreat with Rehearsal & First Holy Communion Mass(es)
- Collaborate with DDE & OCIA Coordinator for children needing Baptism and First Holy Communion beyond the typical age

#### *Administrative*

- Communicate regularly with parents using various modes of communication (i.e. Email,

flocknote, calls/texts, etc.

- Manage weekly attendance, student presentation records, sacramental paperwork, etc.
- Work collaboratively with DDE to develop annual calendar, budget and track expenses
- Work with Parish Manager to ensure the safe-environment screening and compliance of all adult volunteers
- Be an engaged member of the staff and participate in staff meetings, functions, and wider parish life.

### **Qualifications**

- Catholic, in full communion with the Church
- Has a zeal for mission
- Has a love for children and a passion for discipling them
- Ability to recruit/train volunteers, work collaboratively with parents and parish staff and plan/execute formation for children in a manner proper to their stage of development that leads them to a deeper love for Christ and His Church
- Excellent verbal and written communicator
- Thrives in team environments
- Self-starter with strong initiative
- Effective organizer, planner and implementer
- Creative problem-solver
- Certified in Level 1 of CGS, preferably also in Level 2 by date of hire (willing to pursue up through level 3 certification)
- Bilingual English/Spanish (preferred, but not required)

### **Accountability**

This position reports to the Director of Discipleship & Evangelization and will meet with her on a regular basis. Performance reviews will be conducted semi-annually at the completion of each semester. This position requires routine night and weekend work.

### **Salary and Benefits**

This position allows for up to 19 hours of work per week with competitive pay, a flexible schedule, on-going formation and the potential for growth.