

Orleans Niagara East Catholic Community
Coordinator of Lifelong Faith Formation
Job Description

General Position Definition

The Coordinator of Lifelong Faith Formation leads and directs the Faith Formation and Sacramental preparation programs for the ONE Catholic Community. A clear understanding and commitment to the teachings of the Catholic Church is essential for the person in this position.

Responsibilities

1. Directs Family Faith Formation program for our Family of Parishes
2. Coordinates Youth Ministry and supports Young Adult involvement/ministry
3. Manages and trains Parish Catechists, those involved in Youth Ministry, and other Faith Formation Volunteers
4. Organizes and coordinates a process for parishioner-led pre-baptismal program
5. Directs the preparation of children for First Reconciliation and First Holy Communion, and coordinates the celebration of those Sacraments
6. Directs the High School Confirmation preparation program
7. Coordinates the OCIA and OCIC Processes
8. Will regularly attend the meetings of and collaborate with the Forming Disciples Pillar and Spiritual Life Pillar
9. Serves as Family Safe Environment Coordinator
10. Additional administrative work as it relates to the Lifelong Faith Formation programming of the Parish, including continuing Adult Faith Formation programming.

Educational Requirements

- Preferred Bachelor's Degree and/or equivalent experience

Job Requirements

- Is a practicing member of the Catholic Church who is actively living out their Catholic Faith
- Possesses a strong understanding of and personal commitment to the Catholic Faith
- Exercises sound faith-based judgement and discretion in carrying out responsibilities
- Previous ministry experience in the areas included in this job description
- Ability to work and relate well with other staff and collaborate positively with parishioners
- Self-motivated, possessing enthusiasm for our faith with the ability to share our faith with others
- Ability to communicate effectively and appropriately - both verbally and in writing
- Ability to manage multiple projects and delegate tasks when appropriate
- Effective planning and organizational skills, including long range planning
- Highly visible in interacting with staff, volunteers, parents and youth
- Skill in recruiting, training, and managing of volunteers
- Proficiency in technology, social media, Microsoft Office, Google Suite etc.

Hours

- This is a part-time position, 20 hours per week
- This position involves a flexible schedule that will involve multiple weekends a month and some evenings most weeks.

- This position's office will be located at the Central Business Office in Albion, but is expected to be on-site at all three Parishes for Faith Formation and other activities.

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