

Holy Family Catholic Community of Fond du Lac, WI is currently seeking to fill the full time Elementary Formation Coordinator position. Qualified candidates should have great communication and relational skills, with a solid understanding and practice of the Catholic Faith.

The coordinator will primarily facilitate classroom Catechetics and Sacramental programs. This position requires flexibility, problem solving and pro-active planning with regular evening and weekend work.

The Elementary Formation Coordinator will report directly to the Christian Formation Director and work collaboratively with a vibrant Christian Formation Team. This is a year round position.

Employment Type: Full Time

Job Category: Parish - Pastoral/Ministerial

Primary duties to include:

Organize and recruit volunteers, work with committees and the Christian Formation Team to plan and execute Catechesis for grades 1-8. The program includes a school year program, Summer program, and Vacation Bible School, plus preparation for the Sacraments of Reconciliation and First Communion, and other duties as assigned and discerned.

## **Qualifications**

- Bachelor's Degree required in Catholic Theology/Catechetics/Education or related field.
- Prayerful person with proven success in discipleship and mentoring.
- Personable and team orientated with strong communication skills written and verbal, must be comfortable and experienced with running parent meetings and presentations.
- Office proficiency with Microsoft office, work with online registration and excel in electronic communications. Capable of learning Church database system.
- Able to drive and has transportation to be present at Holy Family's four sites.
- Practicing Catholic in good standing with the Catholic Church and able to model their pursuit in holiness.

## **Compensation**

Type: Full-time Annual

Pay: \$33,000-\$35,000 depending on experience

50% off SMSA tuition as a full time Coordinator of Elementary Formation

## **Additional Information**

Start Date

Fall, 2019

Location: Holy Family Catholic Community

Department: Christian Formation

County: Fond du Lac

Job Category  
Parish- Pastoral/Ministerial  
Type  
Full Time  
Notes

## **To Apply**

### Instructions

Please submit letter of interest and resume with references by **September 1, 2019** to Sabina Carter via email [scarter@hffdl.org](mailto:scarter@hffdl.org) or mail to

Holy Family Catholic Community  
Attn: Sabina Carter  
271 4<sup>th</sup> Street Way  
Fond du Lac, WI 54937

The position will remain open until it is filled.