



CHRIST THE KING	JOB DESCRIPTION
Position/Title: Faith Formation Administrative Assistant	Department: Faith Formation
Reports to: Pastoral Associate	Date: June 2023
FLSA Status: NON-EXEMPT	Position Type: PART TIME, 18 hours a week

General Summary of the Position

The Faith Formation Administrative Assistant provides for the administrative and organizational components of Faith Formation such as registration, class list formation, procuring and organizing materials, and managing sacramental paperwork, records, and liturgical needs. The Faith Formation Administrative Assistant will provide administrative support for the entire Youth Faith Formation Team, prioritizing the work of the Pastoral Associate and Coordinator of Youth Ministry & Youth Sacraments.

The Faith Formation Administrative Assistant (FFAA) provides a loving, pastoral, and drama-free experience for both individuals and families seeking Faith Formation for their children. This is accomplished by creating and maintaining efficient systems and processes, clear and prompt communication, and extending Jesus’ mercy to the families through their various life circumstances.

Essential Duties and Responsibilities of the Position

FFAA Role

- Support the implementation of the Pastor’s vision for Faith Formation, under direct supervision of Pastoral Associate
- Serve as part of the Faith Formation team at Christ the King, which consists of those responsible for the formation of nursery-aged individuals through high school-aged individuals
 - Communicate regularly with Pastoral Associate and Faith Formation Team
 - Attend Monthly Faith Formation Team Meetings
 - Participate in Team Formation

- Manage the Youth Faith Formation Team database: Provide training for team members, maintain accurate records, continue developing and improving our database system (new for Fall 2023) and integrating our office information
- Establish and manage registration of students and form classes based on the number of registrants for FF Grades 1-6 and Confirmation preparation, in consultation with Pastoral Associate & Coordinator of Youth Ministry
- Manages Faith Formation paperwork from families
- Manages sacramental paperwork on behalf of Coordinator of Youth Ministry which includes tracking the reception of required paperwork for each student in sacramental preparation and contacting families to request outstanding items
- Maintains Faith Formation calendars
- Manages event registration and related paperwork
- Assists with payments such as invoices, reimbursements, related paperwork, etc.
- Obtains requested Faith Formation supplies and manages supply inventory
- Maintain contact information for and communication with volunteers and catechists
- Work with Safe Environment Director to ensure all volunteers for Grades 1-12 are cleared through the Safe Environment process
- Work with sacramental records to assure timely notification of the reception of initiation sacraments
- Support other work of the office such as, but not limited to, administration for retreats and trips, altar server schedules, office communications

Position Requirements

Knowledge, Skills and Abilities:

- Disciple of Jesus Christ who regularly seeks to enhance his or her relationship with God through the tradition of the Roman Catholic Church
- Strong interpersonal and pastoral skills
- Organized, resourceful, team builder, team leader, team player
- Exceptional written communication skills
- Understanding of ministry and theology
- Problem-solving and critical awareness
- Comfortable with managing volunteers, employees, and guests
- Open to continued professional growth and development
- Ability to maintain strict confidentiality in all matters
- Positive, practical attitude with balanced initiative
- Ability to develop and maintain processes and systems ordered toward efficiency
- Ability to conduct work accurately on a computer, to learn new technological programs, and to accurately manage lists and databases
- Must be proficient in Microsoft Office Suite. Our office uses Microsoft 365- SharePoint, OneDrive, Teams, Excel, Word, especially.
- Will need to be proficient in our database program (Breeze), our space management program (eSpace), our graphic design tool (Canva), digital permission form builder (Permission Click), and bulk communications platform (Flocknote).

Education and Experience:

- College degree, preferred

Physical Requirements Specific to the Job:

- Needs to be mobile and able to lift occasional supplies

Special Requirements:

- The position is 18 hours a week, Monday (1:30-6:30pm), Wednesday (9am-3pm OR 10am-4pm), and Friday (9am-3pm OR 10am-4pm)
 - Note: Some weeks have special events that are team “all calls” such as Confirmation and 1st Communion. Schedules will be adjusted on these weeks, with plenty of prior notice.
- Ability to work in excess of 18 hours a week during busy stretches of registration and certain “All-Call” events, such as Vacation Bible Camp, if necessary
- Availability to be present for Vacation Bible Camp Week (often week following dismissal of Christ the King School for the Summer)
- Flexibility with office arrangement (We have “co-working” space available on the CTK campus.)

DO NOT REMOVE

This job description is not intended to be an exhaustive list of the duties and responsibilities of the position. The duties and responsibilities of the position may be changed at the sole discretion of Christ the King.

Christ the King reserves the right to modify this job description without notice to the employee. This job description is not a contract and does not alter the employee's at-will employment status.