

POSITION: Faith Formation Specialist

REPORTS TO: Denys Davis

FLSA STATUS: Hourly, Non-Exempt

HOURS: 20 hours per week

DEPARTMENT: Religious Education

LOCATION: Holy Cross Catholic Church, Kernersville, NC

Duties

- Actively assist with youth ministry programs (middle school youth ministry and Confirmation classes)
- When needed, assists as lead core team member
- Attend and assist at events coordinated by the Education and Formation Office
- Maintains inventory of supplies and restocks at direction of Coordinators
- Purchase supplies as directed
- Provide for the needs of families and children who are out of order with their sacraments in collaboration with supervisor
- Assist with Vacation Bible School
- In collaboration with other responsible adults, provide a safe environment for all involved in programs at which the Program Specialist assists

Prerequisites:

- Catholic in good standing
- Proficient bilingual (English/Spanish) verbal/written communication
- Proficient in Microsoft Word and Excel
- Have or can pursue catechist certification

Reports to / supervised by: Coordinator of Family and Youth Evangelization

Evening and weekend work will be required. Job offer is contingent on the successful passing of the mandatory background check and completion of the VIRTUS “Protecting God’s Children” course.

Please submit a resume to Denys Davis at ddavis@holycrossnc.com to apply.