



**Location:** Cathedral of the Immaculate Conception, Springfield, IL

**Position:** Coordinator of Faith Formation and Mission

**Salary Range:** \$48,000 to \$55,000 based on experience and credentials.

**Reports to:** Rector

## Summary

The Coordinator of Faith Formation and Mission is a professional catechetical leader responsible for the total religious formation program of the parish for all ages. As a representative of the Rector, the Coordinator implements the parish religious formation program in accordance with the parish Mission Statement and goals, and develops a Parish Catechetical Plan to guide the ongoing work of faith formation. The Coordinator manages program content, volunteers, and budget and coordinates with other parish ministries and activities.

This is a meaningful and rewarding ministry role. The Coordinator works closely with the clergy and staff of the Cathedral in a highly collaborative and caring team environment, with opportunities to grow in faith through daily Mass, prayer, and rich sacramental life.

## Essential Duties & Responsibilities

### Catechesis & Faith Formation

- Articulate a vision of catechesis and the catechetical process based on the major catechetical documents of the Church.
- Develop and implement a Parish Catechetical Plan in alignment with diocesan guidelines and the parish mission.
- Review, evaluate, and develop programs, strategies, and objectives for ongoing faith formation.
- Help the parish community evaluate and carry out its role as a catechizing agent.
- Involve the family as an essential agent in the faith formation process, especially in the faith formation of children and adolescents.
- Incorporate service opportunities in catechetical programs.
- Utilize appropriate methodologies of adult-centered and/or child-centered learning.

### Catechist Leadership

- Recruit, train, and supervise catechists.
- Implement or support a program of catechist formation according to diocesan certification norms.
- Train volunteers for catechetical ministry programs and parish initiatives.

### Liturgical Ministry

- Recruit, train, supervise, and schedule liturgical ministers and volunteers.
- Coordinate with the clergy and parish staff to support the liturgical life of the Cathedral.

- Ensure liturgical volunteers are trained in accordance with diocesan norms and parish expectations.

### **Sacramental Preparation**

- Coordinate the Order for Christian Initiation of Adults (OCIA) program, including identifying and forming team members, collaborating with clergy for formation, gathering necessary documentation for candidates.
- Coordinate sacramental preparation programs for children and adults, including First Reconciliation, First Holy Communion, and Confirmation.
- Involve families in the faith formation process for children and adolescents preparing for the sacraments.

### **Parish & Community Engagement**

- Contact all newly registered parishioners to extend welcome and discern their involvement in parish ministries or other interests.
- Participate in diocesan-sponsored events such as catechetical conferences and formation days.
- Collaborate with other staff members to foster a working environment in which worship, prayer, hospitality, and learning are primary motivators.
- Attend meetings of councils and committees as required.
- Other duties as needed.

### **Administration**

- Initiate and maintain accurate records on students, families, catechists, and other participants, including diocesan Safe Environment and background check compliance.
- Maintain budget and request resources as needed.
- Write catechetical grants.
- Communicate with families and parishioners using available parish resources and platforms.

### **Required Skills, Knowledge, and Characteristics**

- Practicing Catholic in full communion with the teachings of the Church.
- Undergraduate degree in Theology, Religious Education, or a relevant field preferred; significant ministry experience may be considered in lieu of a degree.
- Experience in teaching the faith to adults, youth, and children.
- Able to build relationships with people of diverse backgrounds, cultures, and ages.
- Strong oral and written communication skills with attention to accuracy and detail; able to prioritize and meet deadlines.
- Skilled organizer with proven supervisory experience.
- Exhibits a high degree of confidentiality, good listening, and comprehension.
- Self-motivated and able to work with minimal supervision.
- Computer literate with proficiency in Microsoft Office; familiarity with tools such as Canva is a plus.
- Ability to adapt in an environment of constant change.
- Valid driver's license.
- Ability to lift up to 30 lbs.

## **Schedule & Working Environment**

This position works in a normal office setting at the Cathedral of the Immaculate Conception. This is a salaried, exempt position with a standard 35-hour work week. The schedule offers flexibility, generally structured Monday through Thursday, with occasional evening and weekend commitments in support of parish activities and liturgical celebrations. <https://dio.org/wp-content/uploads/2026/01/2026-Benefits-Flyer-2.pdf>