



POSITION TITLE : Religious Formation Elementary/ Sacramental Preparation
DEADLINE TO APPLY : June 30, 2026

IDENTIFYING INFORMATION:

Type : Full time – (30 hours per week Monday – Thursday and Sunday)
Status : Non-exempt
Report to : Pastor and Parish Manager/Business Manager
Salary : \$25.00 – \$29.00 per hour

ABOUT US

Christ The King is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

BENEFITS AND PERKS

We offer a salary of \$25.00- \$29.00 an hour. We Value your work and life balance offering Sick Leave, Vacation, Paid Holidays, and an annual Christmas Holiday Closure, 403B retirement and match, and Health, Dental, Vision Insurance.

POSITION SUMMARY

Responsible for overseeing and coordinating the parish’s sacramental preparation programs, including Baptism, First Reconciliation, First Eucharist, Confirmation, and Marriage preparation, while supporting the spiritual formation of children, youth, and adults as they grow in faith and deepen their understanding of the sacraments within the Catholic Church. This role also coordinates and implements the parish’s elementary religious formation program for children in grades K–5 by planning faith formation opportunities, supporting catechists, and collaborating with parents to foster spiritual growth and active participation in parish life.

ESSENTIAL DUTIES

Elementary Religious Formation (K–5)

- Plan, implement, and evaluate religious education classes for children and their parents
- Select and manage curriculum for both in-person and at-home learning
- Maintain attendance records and online registration systems
- Create and manage the annual elementary formation budget
- Prepare classrooms and ensure all materials and snacks are available
- Develop the annual “Formation for All” schedule

Sacramental Preparation & Records

- Plan, coordinate, and implement sacramental preparation for Baptism, First Reconciliation, First Eucharist, Confirmation, and OCIA Adapted for Children
- Conduct and document discernment interviews as needed
- Ensure accurate and timely entry and maintenance of sacramental records
- Manage the budget for children’s sacramental preparation programs

Volunteer & Catechist Development

- Recruit, train, and support catechists and volunteers
- Provide ongoing guidance and formation for catechists throughout the year
- Coordinate babysitting services during formation sessions
- Collaborate closely with the Religious Formation team on program planning and implementation
- Participate in summer planning and program development sessions

Family Engagement & Communication

- Welcome and integrate new families into the parish formation program
- Communicate regularly with parents through weekly emails, bulletin updates, website, and in-person communication
- Coordinate parent formation opportunities during children’s classes, including curriculum selection
- Assist with family events such as fall BBQs, winter retreats, and spring celebrations
- Create and communicate the Sunday Lock-Up Schedule
- Collaborate on parish-wide communications and initiatives (e.g., “Catholic Quote of the Day”)

Program & Event Coordination

- Organize summer programs such as Vacation Bible School (VBS) and Totus Tuus
- Collaborate with the formation team on parish-wide planning and shared programs
- Support implementation of parish events and initiatives as needed

Administrative & Compliance

- Maintain accurate program records and documentation
- Ensure compliance with diocesan Safe Environment requirements, including Circle of Grace training, background checks, and USCCB audit preparation
- Coordinate updates for parish website, bulletin, and social media communications
- Follow all parish policies, procedures, and safety guidelines
- Work collaboratively in a team-oriented parish environment

QUALIFICATIONS

Education and Experience

- Bachelor's degree in Theology, Religious Education, or a related field preferred
- Certificate in Youth Ministry, Pastoral Ministry, Theology, or related formation training preferred
- Minimum of two years of experience in Roman Catholic religious education, parish ministry, or faith formation

Knowledge, Skills and Abilities

- Experience in faith formation and sacramental preparation within a parish setting
- Strong written and verbal communication skills, including public presentation ability
- Effective interpersonal skills with the ability to manage conflict and work collaboratively
- Experience recruiting, training, and working with volunteers
- Strong organizational and administrative skills
- Proficiency in current computer applications, including Microsoft Office Suite
- Strong listening and comprehension skills with the ability to effectively present information and respond to questions
- Ability to communicate clearly and appropriately using various methods, ensuring others are well-informed and clarification is sought when needed
- Excellent interpersonal, oral, and written communication skills with a professional, sincere, and friendly demeanor.
- High level of accuracy and strong attention to detail
- Strong problem-solving skills with sound judgment, discretion, and interpersonal effectiveness
- Ability to function efficiently in a dynamic, active environment with changing priorities and flexible conditions
- Strong organizational and time management skills with the ability to manage multiple tasks effectively

Supervisory Responsibility:

- There are no supervisory responsibilities.

Work Environment and Required Activities:

- This is a Full-time position. 30 hours per week. Including mornings, afternoons, evenings and weekends, if/as necessary. While performing the duties of this job, the employee is regularly required to sit or stand for extended periods of time, use hands in repetitive motion tasks, handle objects and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Vision abilities required include close vision, depth perception and ability to adjust focus.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Understanding of Roman Catholic teaching and sacramental beliefs and practices
- Must have a good driving record, current Colorado Driver's License, and automobile insurance
- Must pass a criminal background investigation.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

Thank you for your interest in career opportunities with
CHRIST THE KING CATHOLIC PARISH
in Pueblo, Colorado.

To apply for this position, please send your resume and application to:
CHRIST THE KING CATHOLIC PARISH, 1708 Horseshoe Drive, Pueblo, Colorado 81001
Attention: Todd Johnson or email to tjohnson@ctkpeueblo.org

Pastor Signature: _____

Date: _____

Employee Signature: _____

Date: _____