

Children's Formation Coordinator (CFC)

Job Posting Summary

The Children's Formation Coordinator (CFC) leads an engaging, developmentally appropriate Sunday morning formation for children at Saint Thomas Church. The CFC teaches Intermediate Formation (Grades 2–5) and manages the Early Childhood Formation Facilitator (Pre-K-1st Grade).

Position Details

Title: Children's Formation Coordinator (CFC)

Reports To: Associate for Children and Family Ministry

Level: Worship – Administrative Support

Classification: Part-time W-2 Employee

Pay Rate: \$26/hour

Hours: 10–15 hours/week, 40 weeks/year, including Sundays and Wednesday meetings

Benefits: This role is not eligible for health benefits. Paid sick leave is accrued per New York City law.

Potential Start Date: August 15, 2025

Work Location: In person at Saint Thomas Church, New York, NY

Key Responsibilities

Teaching & Safeguarding

- Uphold all safeguarding and child protection policies, including mandated background checks.
- Lead weekly formation for **Intermediate Formation (Grades 2–5)** using a three-year curriculum rooted in Catechesis of the Good Shepherd and Godly Play.
- Oversee and mentor the **Early Childhood Formation (Pre-K–1st Grade)** facilitator and curriculum preparation.
- Adapt lessons based on developmental needs, group size, and feedback.
- Maintain accurate attendance and allergy/photo release records.

- Follow up with families absent for extended periods in collaboration with the Associate for CFM.

Worship & Spiritual Formation

- Attend and participate in the 9am Family Mass.
- Support children serving as lectors and acolytes, as needed.

Communication & Pastoral Presence

- Build relationships with children and families through consistent presence, encouragement, and respectful correction.
- Communicate with families via email, phone, Zoom, and print, including newcomer and baptism materials.
- Contribute to CFM communications (e.g., Sunday bulletin, weekly newsletter).

Program Planning & Events

- Co-develop the three-year formation curriculum for Pre-K–5th grade.
- Prepare and distribute weekly lesson plans for Grades 2–5.
- Support parish events: Family Feasts, Movie Nights, Bingo, Crèche Service, etc.
- Assist with Confirmation or Communion prep when children in this age range are involved.
- Maintain a Sunday rota of adult Room Coordinators.

Meetings & Development

- Weekly CFM Team Meetings (Wednesdays, ~1 hour)
- Monthly CFM Vision Meetings (~2 hours)
- Regular check-ins with the Associate for CFM (~1 hour)
- Children's Ministry Committee when needed (up to 3x/year)

- Experience with or willing to be trained in Catechesis of the Good Shepherd, Godly Play, or related pedagogies
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Requirements

- Must pass background check and adhere to all safeguarding practices
 - Proven ability to connect with and lead children in a faith-based context
 - Strong communication and organizational skills
 - Comfortable collaborating with clergy, staff, and volunteers
 - Basic proficiency with Microsoft Office (Outlook, Word); open to learning new tools
 - Professional, approachable presence
 - Up-to-date vaccinations, including routine childhood immunizations (e.g., MMR, DTaP, Varicella, Polio) and COVID-19 (initial series + booster, if eligible)
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Preferred Qualifications

- Theological education preferred but not required (seminary students encouraged to apply)
 - Working knowledge of the Bible and Christian tradition
 - Member in good standing of a Christian church and an active personal faith life
 - Experience teaching or working with children
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Equal Opportunity Statement

Saint Thomas Church is an Equal Opportunity Employer. We welcome candidates of all backgrounds who support our mission to nurture children in the Christian faith. Religious affiliation is considered a bona fide occupational qualification.

Interested in learning more? Please email Father Preston Gonzalez-Grissom, Associate Priest for Children and Family Ministry at PGonzalezGrissom@SaintThomasChurch.org.