

Coordinator of Youth Faith Formation Job Description

For the Saint Mary Magdalene Parish Family (St. Veronica, St. Elizabeth Ann Seton, & St. Andrew)

Status: Full-time, Exempt, 12 months

Reports to: Director of Faith Formation

Title: Coordinator of Youth Faith Formation

Overview of the Position:

The Coordinator of Youth Faith Formation is a key member of the Faith Formation/Evangelization Team. The Coordinator accompanies children, grades K-8, and their families, through a discipleship path, so that they encounter Jesus and become missionary disciples.

Responsibilities:

1. To create, implement, and annually evaluate a comprehensive program that evangelizes the total family in our parish “family of faith education program”.
2. Recruits, trains, supervises and evaluates our volunteer catechists.
3. Help implement programs for the Sacramental Preparation of our students for First Reconciliation, First Communion, and Confirmation.
4. Coordinate with the Director and the Coordinator of Adult Faith Formation on the OCIA process for children & teens.

Candidate Expectations:

1. Must complete and maintain SafeParish training and background check.
2. Must be certified as a Professional Catechist with the Center for the New Evangelization and meet annual continuing education requirements.
3. Highly recommend staying connected to and collaborating with the ministers of the surrounding parishes, (Eastside Cluster) as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training.

Education, Training, and Experience:

Bachelor’s Degree in Religious Studies, Pastoral Ministry, or equivalent preferred.

Minimum of three years’ ministerial experience in a Catholic parish/Family.

Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one’s prayer life, regularly receiving the sacraments, and able to speak of one’s relationship with Jesus.

Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, and sacraments.

Must have experience mentoring and accompanying children at different stages of the discipleship path.

Must be able to pray in front of and with others, to lead and participate in spontaneous and intercessory prayer.

Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/apprenticing situations and in large group settings.

Must be able to work as a team member with all types of people.

Working Environment:

This position requires Sunday Morning work and occasional evenings.