

Church of the Guardian Angels CHASKA, MN

Position Description

Date: August 21, 2024

Position Title: Coordinator of Faith Formation and Youth Ministry

FLSA Classification: Non-Exempt

Reporting Relationships:

- **Reports directly to:** the Pastor.
- **Direct Reports from:** No one
- **Provides work direction to:** catechists, youth ministry assistants, other volunteers in faith formation, Administrative Assistant, Maintenance volunteer ministers.
- **Receives work direction from:** Parish Business Administrator (with regard to human resources, maintenance, office procedures, and space usage).
- **Resource person to:** Latino Ministry Coordinator (working in close collaboration), Director of Music

Scope: This position serves 1st - 12th grade, including first sacraments and Confirmation for students, parents and sponsors. It also serves and seeks to build a growing youth ministry. As a future goal, it seeks to begin and build one pre-school faith formation opportunity (such as Early Catholic Family Life or Children's Liturgy of the Word) for parents and children 3-6 years old.

Hours: Full-time, 40 hours per week. Most Wednesday evenings. Some Saturday mornings. Two Friday or Saturday evenings per month for youth ministry. Occasional weekends for special youth events.

Benefits: Eligible for medical and retirement benefits.

Position Purpose:

To develop, lead and direct the parish faith formation program for children and youth in pre-school through Confirmation and youth ministry programs for youth in grades 6-12, through developing and leading engaging faith formational activities including catechesis, prayer and worship, and service opportunities, facilitating the growth of children, youth, parents and families in their relationship with Jesus Christ, the parish community, and the universal Church.

General Responsibilities:

* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

Representative Responsibilities:

General and Professional:

- * Be present where needed, ready to work and on time for all scheduled hours, including daytime, evenings and weekends. Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- * Promote and build the faith formation program by creatively reaching out to new and existing families, being sensitive to individual family needs and helping families to connect with the program and the parish.
- * Develop a plan together with the pastor, Latino Ministry and Family Life Coordinator, Latino evangelization ministry, and parish Evangelization Commission to develop a focus on summer outreach to families living in the area.
- * Design, develop and implement annual overall goals as they pertain to the faith Formation for pre-school through Confirmation. Do so with guidance from the pastor and with cooperation with the Latino Ministry and Family Life Coordinator.
- * Work in collaboration with Youth, Young Adults and Families Commission being sensitive to this commission's goals and reaction to programming.
- * Especially with First Communion and Confirmation, but for all grade levels, communicate required expectations clearly to parents and their youth in a timely manner as much as possible.
- * Provide oversight for all special activities that may occur for a longer duration of time or that occur outside of the church building regarding volunteer training, risk management, and budgeting. In doing so, comply with church doctrine, parish policy, and Archdiocesan policy.
- * Design, develop, and implement annual calendar for classes, enrichment activities, and sacramental celebrations for each age-specific area and coordinate with parish calendar. Develop calendar for youth events with flexibility. Include in the above, activities that will attract parental participation and volunteer ministry.
- * Serve as the primary spokesperson for all faith formation activities. Provide both internal and external communication as it pertains to program activities and events. Introduce topics, lead prayer, offer testimony and generally lead in appealing to faith in Jesus Christ.
- * During the month of June and prior, offer oversight, support, and preparation for the Totus Tuus program including recruiting volunteers and organizing it according to parish needs.

- * Determine annual budget for the entire faith formation program in cooperation with the Business Administrator, spend within this guideline, prepare billing, and submit bills in accordance with program expenditures.
- * Oversee catechesis for children who have not received faith formation for a significant length of time. For un-baptized children, lead Order of Christian Initiation for Children or help to recruit this leader and oversee his/her work in close cooperation. Oversee catechesis for children with special needs. Work closely with parents of these children.
- * Handle concerns and complaints of parents by effectively listening and responding to them by phone conversation or meeting with them in-person. Do so with direction from the pastor as necessary.
- * Plan, deliver, and administer Safe Environment curriculum for children in kindergarten through Confirmation according to Archdiocesan requirements.
- * Attend bi-monthly staff meetings in order to facilitate the work of faith formation in the context of building up the parish as a staff team member of the parish.
- * Attend local deanery meetings for ministers in faith formation in order to compare approaches, receive support, and be apprised of upcoming opportunities.
- * Attend at least one workshop or seminar per year in order to maintain a high quality of pastoral and professional competency.
- * Attend staff development and training as needed and at the direction of the pastor.
- * Plan to celebrate accomplishments and God's blessings in the spring of each year. Examples include a lunch before traveling to the Rite of Election with children, parents and sponsors, a catechist and volunteer reception to express gratitude, or a Baccalaureate Mass inviting seniors, planning the reception following and inviting them to be on a list to help them find college campus ministry.
- * Utilize internet and social media intentionally, but effectively and efficiently in order to maintain contact with youth and their parents, showing care and concern, and with families in order to reinforce knowledge of upcoming events, opportunities and requirements. Be familiar with social media guidelines.

Catechesis:

- * Design, coordinate and help to deliver lessons, programs, and curriculums according to Archdiocesan standards in faith formation for 1st through 5th grade. Do so with the goal of encouraging and enabling parents to take on their role of forming their children in the Catholic faith and to form themselves in the Catholic faith.
- * Design, coordinate and help to deliver lessons and programs, as a future goal, for students in pre-school and kindergarten which empowers parents to participate in the faith formation of their children.
- * Creatively design, coordinate and help to deliver lessons, programs and curriculums for each area of faith formation for 6th grade through Confirmation utilizing existing proven materials and research on youth of today and their families. Conduct all of these activities with cooperation with the Latino Ministry and Family Life Coordinator.
- * Design, develop, and implement a calendar year with enrichment activities such as family nights and sacramental celebrations for each age-specific area. Include in the above, activities of group prayer and activities that will attract parental participation.

- * Provide direction and oversight for all special activities that may occur for a longer duration of time or that occur outside of the church building including with regard to volunteer training, risk management, and budgeting. In doing so, comply with church doctrine, parish policy, and Archdiocesan policy.
- * Develop and implement First Communion program. Establish parent and child meetings as an essential component to the program that helps to facilitate formational requirements before receiving the sacrament.
- * Develop and implement Confirmation program. Establish parent, student and sponsor meetings as an essential component to the program that helps to facilitate formational requirements before receiving the sacrament.
- * Help to design, develop, and coordinate Confirmation retreats. Recruit and train facilitators and presenters for the retreats. Determine dates and budget for retreats. Be an active leader in each retreat unless the retreat calls for its own leaders (example: NET Team).
- * Plan Sacramental liturgies including Eucharistic Adoration in youth ministry by involving students in these celebrations in cooperation with the Pastor.
- * Recruit, train and support catechists and small-group leaders through periodic training sessions, meetings, and other written communication.
- * Facilitate risk management training for all faith formation volunteers.
- * Manage and supervise parish volunteer catechists, classroom assistants, hospitality ministers, childcare providers, small group leaders, youth activity leaders, youth Core Team (not yet developed), and those who minister to those with special needs.
- * Facilitate background checks and Code of Conduct Agreement to volunteers working with all faith formation programs, receiving help from Latino Ministry and Family Life Coordinator and ensure that all compliance with all Archdiocesan Safe Environment guidelines are met including the requirement for volunteers to receive initial Safe Environment training and updated training, periodically pass a background check, and sign a Code of Conduct.

Youth Ministry:

- * Creatively design, develop, lead, and coordinate activities for youth as enrichment to the faith formation classes and application to life as a young person. Include prayer, further catechesis and reflection, service within the parish and elsewhere, and some social activity.
- * Form, as a future goal, and lead a group of youth leaders (Core Team), and potentially their parents, to encourage the providing of vision, direction, support, and advocacy of youth ministry activities.
- * Develop and lead, as a future goal, a group of post-Confirmation youth in formation opportunities as well as opportunities to serve youth formation, youth ministry, and the parish as a whole.
- * Coordinate the recruitment, training, and ongoing support of parent volunteer ministers for various youth ministry events who will help plan, conduct, and evaluate the functions for youth. Include risk management training and small group leadership training.
- * Provide oversight for all youth activities including budgeting and volunteer training. In doing so, comply with church doctrine, parish policy, and Archdiocesan policy.

- * Provide resources including print, video, and announcements to promote upcoming parish youth events in order to convey enthusiasm and thus maintain effective youth ministry.

Other Responsibilities:

- Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of the duties and tasks are outlined in supplemental documents. Those responsibilities listed above and preceded by “*” are essential functions of the job.

Job Qualifications:

- Successfully complete required background check and Safe Environment training. Sign Code of Conduct for Church Personnel.
 - Demonstrated ability to speak to a group of parents and children about our Catholic faith in an enthusiastic and coherent manner.
 - College degree in a field that enables one to utilize skills helpful to the position.
 - Demonstrated interpersonal skills with children, youth, and their parents.
 - Familiarity with Spanish language a plus.
 - Demonstrated knowledge in family faith formation a plus.
 - Growing familiarity with church documents on catechesis and youth ministry.
 - Demonstrated organizational skills.
 - Budgeting and collection-related skills.
 - Demonstrated planning, oversight, supervisory and work direction skills.
 - Strong computer and typing skills especially with Microsoft Word and internet
 - Detail-oriented and highly organized.
 - Have flexibility in working a wide variety of hours, including weekends and evenings.
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Mental Demands:

- Utilize good listening and communication skills – oral, phone and written.
- Utilize proficient computer skills – word processing, spreadsheets, internet communication, and PowerPoint presentations.
- Work well with others (staff, parishioners, volunteers, and the community).
- Practice good math skills and good financial recordkeeping.
- Coordinate and implement multiple concurrent tasks.
- Plan, organize and meet deadlines.
- Assess realistically what is possible, given time constraints.
- Be pleasant and service-oriented even when exposed to negative influences.
- Keep staff, the pastor, and the parish community informed.

- Be comfortable working with people of all ages.
- Demonstrate a good knowledge of working well with youth.
- Be comfortable in discussing a wide variety of personal topics, i.e., sexuality, drugs, peer pressure, depression, death and grieving, suicide, family issues and questions or doubts about faith.
- Know when to disengage from difficult personal topics and recommend counseling.
- Demonstrate a commitment to pastoral and family sensitive approaches to life situations.
- Work both independently and as a collaborative team member.

Physical Demands:

- Work 40 hours per week and sometimes overtime with flexibility to work evenings and weekends.
- Lift and move up to 20 pounds using proper techniques.
- Move quickly and easily to and from various locations in the complex, including using stairs.
- Hear and talk by phone and communicate with adequate proficiency by electronic means.
- Utilize keyboard and other office equipment for an hour at a time.
- Give direction in a large group situation with a high level of activity.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee:

Date:

Supervisor: I have reviewed this job description and agree it is an accurate representation of the responsibilities performed in this job.

Signature of Supervisor:

Date:
