



**An Open Position for the Church of the Guardian Angels, Chaska:**

## **Family Life and Discipleship Coordinator**

### **Description**

Would you like to help families grow in their faith and foster a love for Jesus within a medium-sized bilingual Catholic community? Do you have a desire to welcome families and youth and help them become more acclimated to their faith community? At The Church of the Guardian Angels in Chaska, we desire to offer the support you need to apply your gifts and talents that will be vital in welcoming new families seeking faith formation and sacraments and in leading many of our parish outreach activities.

We are seeking a well-mannered and engaged individual who takes initiative to help build family and parish life according to God's plan within both our Latino and English-based communities. The successful candidate will help form families in discipleship of Jesus Christ as those who offer their God-given gifts to the parish and to the wider community. Consider joining us to lead our well-established team that serves both communities with the help of mentoring from our departing staff member.

This is a full-time position that includes some work in the evenings and on weekends.

The salary range, depending on experience, education, and other qualifications, if classified as an exempt (salaried) employee is \$50,000 to \$62,500 per year. If classified as a non-exempt (hourly) employee, the wage range is \$24.00 to \$30.00 per hour.

Highlights of the job include:

- Lead our joint faith formation program of approximately 80 students with an assistant, including training catechists, planning for some parent/family formation, and coordinating registration.
- Lead sacramental preparation for all first sacraments and Latino Baptism, Marriage, and OCIA, including training well-established catechists and table leaders.
- Coordinate Archdiocesan Synod activity, including recruiting, training, and supporting small group leaders and synod team as well as beginning new synod initiatives with the help of the pastor.
- Coordinate and lead a team-based youth ministry with an established team, likely using Y Disciple materials and offerings.

- Coordinate and lead liturgical ministry for Latinos, including recruiting and training liturgical ministers and having an eye toward missionary and stewardship commitment.
- Allow and encourage evangelization to be the primary focus for all ministries including faith formation and sacramental ministry, training table leaders to prioritize this approach of welcome, support, and personal accompaniment.
- Provide pastoral care primarily for Latino families, offering compassion and support when financial or personal needs arise. Assist in the coordination of efforts of fellow parishioners to provide help.
- Work some hours at our front desk in order to be a more predictable and accessible presence for volunteer ministers in the above areas and those making personal inquiries or asking for assistance.
- Work as a team in a collaborative environment, including by attending staff meetings.

Please see a complete description of the Family Life and Discipleship position on our website at [www.gachaska.org](http://www.gachaska.org). Click on “Employment” under the “About Us” tab.

## Qualifications

- Successfully complete required background check and Virtus training. Agree to and sign a Code of Conduct.
- Three years of experience in elementary or adult faith formation.
- Bachelor of Arts or Science degree in facilitation or communication-related field or in Catholic theology, education, or youth ministry is a plus.
- Able to communicate in both Spanish and English languages.
- Demonstrated knowledge in parent, child, and youth faith formation.
- Some familiarity with youth ministry, catechetical resources and church documents on catechesis.
- Demonstrated organizational skills and an ability to recruit and train volunteer ministers.
- Demonstrated organizational skills related to forms, rosters, and collection.
- Strong computer skills especially Word, Excel, developing flyers, and other internet communication.
- Proficient typing skills.
- Detail-oriented and highly organized.
- Have flexibility in working a wide variety of hours, including weekends and evenings.

## Application Instructions

Please send letter of interest and résumé with information on why you desire the position and how your experiences, education, and accomplishments have helped prepare you to serve the community of Guardian Angels in Chaska to Viviana Sotro via email at [vsotro@gachaska.org](mailto:vsotro@gachaska.org).