

The Church of the Guardian Angels
Chaska, Minnesota
POSITION DESCRIPTION

Position Title: **Family Life and Discipleship Coordinator**

Date: 4-30-26

FLSA Classification: Exempt – Learned Professional - or –
Non-Exempt, depending on education and experience.

Reports to: Pastor

Direct Reports: None

Provides work direction to: Volunteer teachers and ministers of catechesis and evangelization, both Latino and English

Receives work direction from: Parish Business Administrator (budgeting, expense recordkeeping)

Works with: Latino Music Ministry Leader, Director of Music, Administrative Assistants

Resource Person to: Latino prayer ministry, other committees as requested.

This position is full-time with eligibility for medical and retirement benefit.

Hours hired to work: 40+ hours per week. Most Wednesday evenings. Some Saturday afternoons and Sundays. Some Saturday evenings for team youth ministry. Occasional Friday evenings for special events. Expected to attend staff meeting as scheduled.

Purpose of Position:

To build up family and parish life according to God's plan within both the Latino and English communities of the Church of the Guardian Angels, especially including promoting learning of the Catholic faith by adults, youth, and children of all ages. To form families as disciples of Jesus Christ who offer their God-given gifts to the Church and wider community. This will be done by creating family-based faith formation for families of younger children, programs for sacraments, and some youth ministry. It will be done in cooperation with well-trained volunteer leaders who accompany, support, and give witness to the welcoming love and mercy of God.

GENERAL RESPONSIBILITIES

* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that 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 it can embarrass the Church or give rise to scandal. **It is required that this employee be an active, participating Roman Catholic.**

REPRESENTATIVE RESPONSIBILITIES:

* Be present where needed, ready for work as needed to meet responsibilities. Includes recognizing when situations require additional effort, putting in more time when necessary, providing an example of punctuality and attendance and generally ensuring all is ready and taken care of.

Coordinate the Faith Formation Program

(Please note: We intend that this position would work collaboratively with a dedicated English-based or Latino-based assistant.)

- * Implement and coordinate the faith formation program for both Latino and English communities (currently 79 children and youth, and a team of 17 catechists and assistants).
- * Implement and coordinate parent / family formation especially for Latino parents. Do so with volunteer table leaders who exercise pastoral care and give a personal witness.
- * Design, implement and develop a calendar of faith formation sessions and events that accomplish the above goals.
- * Create and implement an efficient and well-organized process of registration, tuition collection, rosters, and classroom assignments.
- * Train catechists and group leaders to welcome, teach, accompany, support, and encourage families in their learning of the Catholic faith and in their choosing to live as disciples of Jesus Christ. Train them also to give witness to their life of faith in order to inspire parents toward conversion as disciples of Jesus Christ.
- * Personally deliver teaching to parents in the faith formation program when necessary.
- * Create and implement special occasional family nights for both Latino and English-based communities.
- * Act as an overall spokesperson/witness for the faith formation program. Do so in a way that inspires / witnesses to a renewal of faith. Do so in order to inspire others to seek sacraments of marriage, initiation, and reconciliation and community involvement.
- * Coordinate the First Reconciliation and First Communion program and the youth Confirmation program, including mini retreats for children, retreats for Confirmation, and liturgical celebration of these sacraments in cooperation with the pastor.
- * Provide regular communication to parents of events in the faith formation program, events in the parish as a whole, or logistics to be aware of.
- * Provide required safe environment class to students once per year.
- * Work with the Parish Business Administrator to ensure a safe environment according to archdiocesan guidelines by providing training to volunteers in the ministry. Work jointly also to complete PCYI audit forms to be submitted to the archdiocese.
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Coordinate Baptism, Marriage, and OCIA Programs for Latino Adults

- * Design, implement, and coordinate programs for preparation of the sacraments of Baptism, Marriage, and Order of Christian Initiation for Latino Adults. Work collaboratively with teachers in the English program to determine best ways to serve bilingual adults.
- * Train well-established catechists and table leaders to assist with and sometimes deliver catechesis in preparation of these sacraments. Emphasize the role of being a “pastorcito” who welcomes, prays for, and offers pastoral support to candidates.
- * Oversee the preparation for occasional Friday evening quinceañeras. Coordinate the quinceañera Mass with the family and the pastor.
- * Act as the field advocate for those seeking an annulment in Spanish. As time permits, design, implement and develop a program of marriage enrichment and support including training couples who lead in this ministry.

Coordinate Archdiocesan Synod Activity and Small Group Ministry

- * Oversee and support small group ministries, primarily for Latino-based groups in the parish, including holding occasional meetings for leaders for reflection and re-engagement, and providing teaching subject materials for groups when necessary.
- * Monitor and keep track of small groups. Make referral to groups for those wishing to join a group.
- * Recruit and maintain a Synod Evangelization Team at the direction of the archdiocese. Assist the team in several initiatives including leading others in: growing small group ministry, rediscovering the beauty of the Mass, reclaiming Sunday, and helping parents be the primary educators of their children.

Coordinate Team-based Youth Ministry

- * Recruit and train an established team of small group leaders for youth ministry using available resources, primarily from YDisciple ministries.
- * Design and implement occasional Friday or Saturday evening and summertime youth ministry primarily using YDisciple resources and modules. Do so in English.

Coordinate Liturgical Ministry for Latinos

- * Be the liturgical coordinator for all special Masses or Holy Days of Obligation or special Masses such as Our Lady of Guadalupe. Work collaboratively with pastor, Director of Music, and other ministers for bilingual Masses to recruit Latino-based ministers of the Mass.
- * Recruit and train hospitality ministers (ushers) with a very intentional desire to welcome and to help families get connected with faith formation registration, pursuit of sacraments, and community life including small groups.
- * Recruit altar servers and work to provide training done by the pastor or other volunteer. Recruit and train Sunday lectors and sacristans.
- * Work collaboratively with the Latino Music Coordinator to provide music at appropriate times in the liturgy for special events such as Baptisms, Good Friday celebration, blessing of missionaries, or Bilingual Eucharistic Procession.
- * Design, implement and develop a method at least annually of Latino-style renewal of commitment to good stewardship of personal resources and consistent giving to the Church, including time, talent and financial resources. Promote such renewal through written and verbal announcements at Mass and at faith formation sessions. Coordinate the translation of and disseminate some reports and descriptions of future parish goals which invite meaningful participation.

Coordinate Ministries of Evangelization

- * Allow and encourage evangelization to be the primary focus for all ministries described above, including faith formation and sacramental ministry. Train table leaders and small group leaders to prioritize welcome, support, and personal accompaniment and follow-up.
- * Coordinate other ministries of evangelization, primarily in the spring and summer including being a presence at a booth at Taste of Chaska, Farmer's Markets, and Steamboat Days in Carver.
- * Recruit and train those interested in these ministries. (We have recently invited Saint Paul Street Evangelization to provide training and support.)

- * Oversee existing Latino-based ministry of summer home gatherings to share God's Word and invite relatives and friends to reconnect through faith formation. Oversee existing home rosary ministry.

Provide Pastoral Care for Primarily Latino Families

- * Act as a personal liaison offering pastoral care, compassion, and support when individual needs or crises arise. Seek support, as an advocate, from professional and community resources, the pastor, or members of the community. Especially offer assistance for those who seek help in troubled marriage situations.
- * With the help of the pastor, coordinate the distribution of financial resources for those seeking this kind of assistance.
- * Coordinate efforts of fellow parishioners to help each other in times of crisis and need.

Work Some Hours at the Front Desk to Provide a Variety of Coordinative and Administrative Support

- * Be a presence at the front desk during predictable hours to ensure volunteers and others can easily make contact as coordination of the above faith formation, sacramental, liturgical, and pastoral care ministries take place.
- * Assist in sacramental recordkeeping for all marriages, Baptisms, Funerals, Confirmation, and First Eucharist for both Latino and English-speaking children and adults in a correct manner according to parish and Archdiocesan guidelines.
Assist in translation for all needed documents when called upon by supervisor and when situations present the need to do so.
- * Provide accurate documentation regarding tuition collected and expenditures. Submit a yearly budget collaboratively with the Parish Business Administrator.

- * Attend staff meetings in order to facilitate the work of faith formation as a staff team member.
- * Attend staff development and training as needed and as directed by the pastor.

Other Responsibilities: Includes additional tasks identified (as needed) by the incumbent employee and/or assigned and approved by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required for the position. More detailed listings of duties and tasks may be outlined in supplemental documents.

The Responsibilities above preceded by “*” are essential functions of this position.

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 and 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.
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Mental Demands:

- Utilize good listening and communication skills – oral, phone and written.
- Able to easily speak in front of large groups.
- Utilize proficient computer skills – word processing, spreadsheets, flyer development, and other internet communication.
- Work well with others (staff, parishioners, volunteers, and the community).
- Practice good math and accounting skills.
- 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 in discussing a wide variety of personal topics such as family issues and questions or doubts about faith.
- Demonstrate a commitment to pastoral and family sensitive approaches to life situations.
- Work both independently and as a team member.
- Be comfortable working with people of all ages.
- Work well with authorities both at the parish and the archdiocese.

Physical Demands:

- Work 40+ hours per week.
- Lift and move up to 30 pounds using proper techniques.
- Move easily to and from various locations in the complex.
- 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.
- Be able to easily walk up and down stairs.

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

Employee's signature _____ date _____

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

Supervisor's signature _____ date _____