



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** Faith Formation Coordinator

**Opening Date:** September 1, 2020

**Closing Date:** When Filled

**Location of Job:** St. Matthew Catholic Church

**Location Address:** 475 SE Third Avenue, Hillsboro, OR 97123

**Position:** Full-time, Exempt

**Position Summary:**

- The Faith Formation Coordinator (FFC) provides vision, coordination, and development of faith formation programs of the parish. The FFC will work to evangelize disciples for Jesus in adults, young adults, and children (preK – grade 6). This includes the baptism, first reconciliation, first communion, RCIA, religious education, and bible studies. Programs will be imbued with the *Spirituality of the Cross*.

**Primary Responsibilities:**

- Create Core Teams of volunteers who will help with faith formation programs, including baptism, first communion, RCIA, religious education, bible studies, and administrative responsibilities.
- Collaborate with the Core Teams to develop dynamic and inspiring programs including liturgical celebrations, service projects, retreats, and social functions for the program participants.
- Review, select, and acquire suitable materials (both physical and virtual) for faith formation programs
- Develop a strategic plan to run the faith formation programs that will include the *Spirituality of the Cross*.

- Provides opportunities for the faith development of volunteers with a focus on the *Spirituality of the Cross*.
- Promotes participation in all programs
- Collaborates with person in charge of sacramental preparation for our school children
- Observe parish, archdiocesan, and national guidelines regarding youth ministry policies.

**Minimum Qualifications:**

- Practicing Catholic required
- Proven ability in working with and understanding of adolescent faith formation
- Degree in pastoral ministry, theology, religious education, or ministry formation certificate preferred.
- Two to four years' experience with parish ministry with the focus on religious education programs
- Bi-lingual in English/Spanish preferred (speaking, reading, writing)
- Knowledge of information systems such as virtual meetings, social media, and programs such as Word, Excel, Publisher, PowerPoint
- Must pass a background check

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 25 pounds.

**Qualified candidates please send resume and cover letter to Fr. Rito Guzman, MSpS at [rguzman@stmatthewhillsboro.org](mailto:rguzman@stmatthewhillsboro.org) or fax to 503-648-4489 to apply.**