**Parish:** Holy Spirit  
**Office:**  
**FLSA Status:**  
☐ Exempt  
☐ Non-Exempt

**Job Title:** Coordinator of Middle School Faith Formation  
**Pay Grade:** Exempt  
**Days/Week:** Sundays are necessary  
5 days/week  
**Reports to:** Pastoral Associate

### Minimum Qualifications:

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<th>EDUCATION:</th>
<th>Bachelor’s Degree in religious education, catechetics, theology or a related degree</th>
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| EXPERIENCE:         | Has a personal relationship with Jesus Christ and is a fully initiated Catholic in good standing.  
                      Two or three year experience in administering a parish based or other organizational program, along with experience in supervising and developing staff preferred.  
                      Two to three years’ experience in catechizing or teaching religion (i.e. as a religion teacher in an elementary or secondary school) or as a catechist in a parish faith formation program;  
                      Experience with evangelization and disciple-making is an essential;  
                      Experience on a variety of levels, including youth and young adult, is preferred. |
| KNOWLEDGE/SKILLS:   | • A Catholic in good standing  
                      • Has demonstrated in previous positions a fidelity to the faith and tradition of the universal Church and shall manifest the intention to adhere in future work to the faith, tradition and discipline of the universal Church, the local diocesan Church and the parish. The director shall demonstrate a willingness to pursue continuing education.  
                      • Is attentive to differences in language, images, needs, etc., of various cultures represented in the local community and those of persons with disabilities.  
                      • Demonstrate an understanding of the developmental needs of youth and young adults in the U.S. context, with its particular popular, ethnic, and family subcultures, as appropriate to the faith community being served.  
                      • Be capable of applying the theories, models, processes, methods, resources, and best practices of Catholic youth ministry.  
                      • Be capable of implementing the components of Catholic youth ministry with young people by:  
                      • Good telephone and interpersonal skills; |
**SUMMARY OF JOB:**
The Coordinator of Middle School Faith Formation working the Faith Formation Team and under the direction of the Pastoral Associate and in collaboration with the Faith Formation Team, designs, organizes and implements programs that provide maximally effective evangelization and catechesis for youth, empowering them to grown in relationship with Christ and to give witness to the Gospel through word and deed. Is responsible for curriculum development.

The Coordinator of Middle School Faith Formation recruits, trains, develops and oversees a Core Team to support the ministry. The ministry works to provide opportunities for retreats, missionary outreach and service, socialization and catechesis as well as responds to the pastoral and spiritual needs of teenagers. The Coordinator of Middle School of Faith Formation is able to articulate Catholic Theology in light of the teachings of the Church as expressed in the Catechism of the Catholic Church and the philosophy underlying the parish faith formation program.

**PHYSICAL EFFORT AND WORKING CONDITIONS:**
Flexible work schedule with include evening and weekend availability. Physically capable of lifting and moving objects up to 20 pounds as necessary. Ability to push or pull objects up to 20 pounds. Must be able to climb stairs. This job requires walking, sitting, and standing for periods of 20 minutes or more at any given time.

**ROUTINE DUTIES AND RESPONSIBILITIES:**
- Promotes Gospel values and growth in holiness, values collaboration, and mutuality in mission and ministry.
- Brings the existing middle school programs of Lawrence County together into one new group.
- Establishes a clear, goal-centered approach to the comprehensive work with teens and families.

- Strong organizational and time management skills;
- Proficient in Microsoft Office Business Suite (Word, Excel, Outlook, Access, and PowerPoint);
- Knowledge of theology/catechetics, scripture, liturgy, psychology and educational theory;
- Knowledge of stages of human and faith development;
- Ability to call forth and develop others;
- Capacity to relate to a wide variety of people, a spirit of generosity, and the ability to delegate and collaborate;
- Able to facilitate meeting and group processes;
- Knowledge of and skilled at conflict management and resolution.
- Good and effective written and verbal communication skills
- Flexible work schedule with include evening and weekend availability.
- Compliant with Safe Environment Diocesan policies
- Assists young people in deepening their relations with Jesus through spiritual development and a personal prayer life.
- Provide a multidimensional approach to ministry that creates a variety of ways to attract and advance young people in the faith.
- Attune to the developmental, social, and cultural circumstances that may bring about a holistic and developmental experience for young people.
- Helps form a deeper understanding of and participation in the Catholic Church’s liturgical tradition, most especially the Mass.
- Teaches a Catholic understanding of revelation, both in tradition and scripture.
- Invites and encourages the youth to become more involved in the ordinary parish life through volunteer opportunities and liturgical training.
- Helps teens become leaders and evangelizers in the parish.
- Fosters a love for the poor and provides avenues for service and outreach.
- Develops a learning community with the Core Team and volunteers so they assimilate the basic principles of pedagogy and adult learning and are able to apply this knowledge in this ministry.
- Supervises a Core Team and volunteer and ensure compliance with all Safe Environment standards.
- Instills in the Core Team, a sense of evangelization and mission that enables them to cultivate discipleship among the teens.
- Invites, motivates and trains volunteers to assist as responsible leaders for various aspects of the total program.
- Promotes good public relations both within and beyond the parish.
- Ensures accurate records are kept of the Middle School program.
- Participates in regional, district and diocesan networks of professional peers for the good of the parish.
- Respond to parishioners’ request for information or assistance with regard to Faith Formation programs.
- Maintain and update the Faith Formation pages on the Parish Website as needed.
- Assist the Faith Formation Team with the Vacation Bible School program.
- Attend all required Vicariate and Diocesan meetings and ensure that programs are in compliance with all Diocesan requirements for Faith Formation programs.
- Assist the Faith Formation Team in other mutually agreed-upon ways, such as assisting with registration, Sacramental Preparation (Penance, Eucharist and Confirmation), Catechist Formation, and other Faith Formation models.
• Perform other duties as directed by the Supervisor(s).

This job description provides a summary of the typical functions of the job, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties and that may be assigned.

Employee Signature: ___________________________  Date: ____________

Supervisor Signature: ___________________________  Date: ____________