

ST. PETER CATHOLIC CHURCH

IGLESIA CATÓLICA DE SAN PEDRO

For the Evangelization of Southeast Portland - Por la Evangelización del Sureste de Portland

Church/Iglesia: 5905 SE 87th Ave., Portland OR 97266

Office/Oficina: 8623 SE Woodstock Blvd.

www.stpeterpdx.org | 503-777-3321

POSITION TITLE: Faith Formation Coordinator

Opening Date: September 19, 2025

Closing Date: When Filled

Location of Job: St. Peter Catholic Church

Location Address: 5905 SE 87th Ave., Portland OR 97266

Position: Part time, non-exempt

Position Summary: St. Peter Catholic Church is looking for an energetic, faithful, people-passionate person with a heart for leading our youth into a transformative relationship with Jesus Christ and His Church. You will coordinate our parish Faith Formation program (which serves children, youth, and adults) and run our parish Youth Group, and so be part of the mission of the parish to evangelize Southeast Portland.

Scheduling Requirements:

- Must be able to work Wednesday evenings and Saturdays (Faith Formation classes are Saturdays, 11:00 AM -12:30 PM; Youth Group meets Wednesdays from 6:30-8:00 PM).
- A few times a year you must be able to work Sundays to assist with coordinating rites and sacraments related to Faith Formation.

Primary Responsibilities:

- Coordinates the Parish Faith Formation Program: oversees volunteer catechists, administers communication with parents, maintains records related to Faith Formation and Sacramental Preparation, and oversees Safe Environment parish compliance.
- Collaborates with the Pastor in teaching Faith Formation for Middle and High School.
- Plans and runs the weekly Youth Group for 6th-12th grade students.
- Assists the Pastor in communicating with parishioners preparing to receive sacraments (e.g. Infant Baptism, Marriage) and other celebrations (e.g. Quinceañeras).

Required Knowledge, Skills, and Abilities:

- Must be a faithful, practicing Catholic
- Some knowledge of Spanish is beneficial
- Prior experience with teaching Faith Formation or leading a youth group preferred
- Excellent communication, writing, and interpersonal skills
- Ability to collaborate with others

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 15 pounds.

Please send resume and cover letter to Fr. Stephen Kenyon at skenyon@archdpdx.org to apply.