



Shepherd of the Valley Catholic Church

Position Title: Ministry & Youth Formation Coordinator

Opening Date: January 12, 2026

Closing Date: Open Until Filled

Location of Job: Shepherd of the Valley Catholic Church

Location Address: 600 Beebe Rd., Central Point, OR 97502

Position: Full Time, Non-Exempt (approximately 40/hours/week; schedule varies)

Position Summary: The Ministry & Formation Coordinator is responsible for overseeing a unified approach to parish evangelization, faith formation, sacramental preparation, and youth/young adult ministry. This full-time role combines adult formation and parish ministry coordination with leadership of youth (grades 6–12) and young adult outreach.

The Director supports the spiritual growth of parishioners across all ages by coordinating OCIA/RCIC, Baptismal preparation, adult formation programs, missions, youth ministry, Confirmation preparation, and basic young adult engagement. The role requires strong organization, relational ministry skills, and the ability to collaborate with parish staff, clergy, volunteers, and families to foster a welcoming, mission-driven parish environment. To effectively serve our Spanish-speaking parishioners, bilingual proficiency in Spanish is strongly preferred.

Primary Responsibilities:

Adult & Parish Formation Ministry

- Oversee OCIA/OCIC programs for children and adults, including scheduling, volunteer training, participant onboarding, and completion documentation.
- Coordinate adult faith formation programs such as workshops, classes, RCIA enrichment, parish missions, retreats, and seasonal series.

- Serve as lead catechist as needed for adult or youth faith formation sessions.
- Coordinate the annual 5-week grief workshop series, including scheduling and participant support.
- Oversee the Ministry to the Ill and Homebound, ensuring training, communication, and ongoing support; serve as substitute minister when needed.
- Lead and oversee the Baptismal preparation program; review sacramental requests and help determine appropriate pathways (Baptism vs. OCIA).
- Manage logistics, scheduling, hospitality, and communications for assigned parish events.

Youth Ministry & Confirmation (Grades 6–12)

- Plan and lead weekly youth ministry gatherings focused on catechesis, spiritual formation, prayer, and community-building.
- Provide direct oversight of Confirmation preparation in collaboration with clergy and catechists.
- Coordinate youth retreats, service opportunities, and special events (1–2 annually).
- Recruit, train, and support volunteers and peer leaders for youth ministry.
- Encourage youth participation in parish liturgies, events, and ministries.
- Build strong relationships with youth and families through relational ministry, ongoing communication, and presence at parish events.

Young Adult Ministry (Ages 18–35)

- Coordinate occasional gatherings for fellowship, service, or formation (monthly or seasonal).
- Encourage integration of young adults into broader parish ministries and community life.
- Maintain periodic communication with young adults and provide a welcoming point of connection.

Volunteer Leadership & Safe Environment

- Recruit, train, schedule, and support volunteers across all assigned ministries.
- Ensure full compliance with diocesan Safe Environment/CASE training requirements.
- Prepare concise volunteer task sheets, run-of-show guides, and event-day coordination.

Communication & Program Administration

- Provide ministry updates and information for parish communications (bulletin, website, social media, Flocknote).
- Maintain sacramental preparation registration systems, rosters, attendance logs, and required diocesan records.
- Maintain consistent presence at one Sunday Mass each week for visibility and relationship-building.
- Manage materials, supplies, and ministry budgets within assigned areas.
- Assist with bereavement services as needed, including equipment support and livestream coordination.
- Coordinate parish calendars for formation programs, missions, and youth events.

Parish Collaboration & Leadership

- Collaborate closely with parish staff to ensure effective ministry scheduling, communication, and facility usage.
- Participate in regular staff meetings, pastoral planning sessions, and major parish events.
- Maintain required diocesan reports, formation records, and ministry documentation.
- Coordinate with diocesan staff for required youth ministry trainings or updates.

Qualifications

- Practicing Catholic in good standing who embraces and models the teachings, mission, and sacramental life of the Church.
- 3–5 years of experience in parish ministry, youth ministry, catechesis, or pastoral leadership.
- Strong understanding of Catholic liturgy, catechesis, and parish life.
- Excellent interpersonal, communication, organizational, and leadership skills.
- Ability to work collaboratively and build strong relationships across generations.
- Comfortable with basic digital tools (email, calendars, spreadsheets, parish communication platforms).
- Bilingual English/Spanish strongly preferred.

Work Schedule

- Full-time, approximately 40 hours per week.

- Requires availability for evenings, weekends, major parish events, and retreats.
- Some weeks will require schedule flexibility to accommodate ministry needs.

Personal Attributes

- Relational, approachable, and pastoral.
- Organized, reliable, and able to manage multiple responsibilities.
- Creative, joyful, and mission-oriented in ministry approach.
- Genuine passion for evangelization and accompaniment across all ages.

Reports to: Pastor

Please submit a resume, cover letter, and references to:
churchoffice@shepherdatholic.com and **skwebuza@archdpdx.org**