

Coordinator of Youth Formation

THIS POSITION EXISTS TO:

- Form, equip, and support parents to be the primary catechists of their middle and high school age youth
- Offer supplemental catechesis and create community for middle and high school age youth
- Advocate for and support the experience of parish life for middle and high school aged youth and their families

THIS PERSON WILL:

Form, equip, and support parents to be the primary catechists of their middle and high school age youth

- Develop and run a program for Confirmation preparation that engages families as the primary catechists
 - There is space for creativity in development here
 - Note that our diocese is moving towards Restored Order with children able to receive these sacraments and the sacrament of Confirmation at the age of reason. In the 2025-2026 academic year we plan to prepare those in grades 6-8 for Confirmation in September of 2026. In subsequent years, this will likely be done by the Coordinator of Family & Children's Catechesis.
- Collaborate with and support the Coordinator of Family & Children's Catechesis in their monthly "Living Liturgically" gathering where families will learn about the upcoming seasons, feasts, and solemnities
 - This event will be a gathering point for spouses including those with a wide range of kids. While the Coordinator of Family & Children's Catechesis will run this event, your support, collaboration, and participation will allow growing relational capital to journey with these couples and their older children

Offer supplemental catechesis and create community for middle and high school age youth

- Develop, coordinate, and facilitate programming for our whole parish formation series. These series are 3-6 weeks long and will happen 4 times per year. Formation will be offered for children, youth, and adults around the same content, delivered in age appropriate contexts. This position is responsible for coordinating and/or delivering programming for:
 - Middle School Youth
 - High School Youth
- Coordinate small group formation experiences for high school youth focused on discipleship to Jesus and the development of a rich personal and liturgical prayer life
- Coordinate periodic middle and high school social events to build community amongst these groups
- Coordinate regular meaningful service opportunity that, while open to all, is run by and holds a particular emphasis on involving middle and high school youth and their families

- Partner with other local parish youth ministry staff in offering a joint middle/high school retreat and summer trips (i.e. summer camp, Steubenville conferences, etc.)
- Offer programming for and accompany middle and high school youth who desire to enter into the Catholic Church

Advocate for and support the experience of parish life for middle and high school aged youth and their families

- Make recommendations to parish leadership and spearhead new initiatives to ensure that middle and high school aged youth and their families have the best possible experience of parish life
- Collaborate with the Coordinator of Family & Children's Catechesis to connect families engaging in Baptismal Prep with other young families and the life of the parish.

OTHER REQUIRED DUTIES

- Recruit and coordinate volunteer teams to aid the execution of youth formation offerings
- Develop relationships with the parents of middle and high school youth to accompany and support them in their roles as primary catechists and formators of their children
- Attends quarterly staff offsites and weekly staff and supervisory meetings
- Serve as a consistent presence at Mass and parish events; collaborates with parish staff to coordinate parish events
- Initiate and maintains communication with youth and their families through the parish website, monthly emails, the church bulletin, flocknote, and social media, as appropriate
- Maintain accurate administrative and sacramental records with support from the Parish Secretary
- Ensure compliance with Diocesan Virtus Training, Policy, and Procedures for catechists, volunteers, and youth
- Collaborate with the Director of Mission Operations to create and maintain an annual budget.
- Perform auxiliary duties as requested by the Pastor and the Director of Mission Operations; responsibilities may change as the parish continually develops, grows, adjusts its strategic anchors, and adapts to serve our parishioners and community.

QUALIFICATIONS

- A faithful Catholic Christian in good standing with the Church who loves its mission
- Desire to operate from our core values:
 - reliance of prayer & the sacraments
 - docility to the Holy Spirit
- Passion to execute ministry according to our three strategic anchors
 - school of prayer
 - authentic Catholic culture
 - community
- Bachelor's degree in related field preferred
- Three or more years of ministry experience preferred
- Familiarity with Catechesis of the Good Shepherd preferred.

Nuts and Bolts:

Current Employee: None

Reports to: Nick Labrie, Director of Mission Operations

Supervises: Volunteers

Classification: Full-Time, Exempt

Department: Ministry

Office: St. John the Evangelist, 2nd Floor

Physical Demands: Standard Office

Compensation: \$45,000-\$50,000 Annual Salary. An annual raise is considered on June 30th of each year after one full year of employment.

Benefits: Full Archdiocesan Benefit Package Offered. Continuing Education by request. A daily holy hour and Mass at St. Johns may be built into your work day along with monthly spiritual direction.

To apply, please send a cover letter and resume to jobs@saintjohnpc.org.