

ST. PATRICK CATHOLIC CHURCH OF EDINA

POSITION DESCRIPTION

Title:	High School and Young Adult Faith Formation Coordinator
Reports To:	Pastor/Business Administrator
Provides Work Direction To:	Volunteers
Hours:	Full-time, 12 months, 40+ hours per week
Schedule:	Primarily Monday-Friday. Schedule may vary based on church needs; Evenings / weekend time will be necessary
Benefits eligible:	Yes

Plan and implement catechetical, pastoral formation, and service programs for the parish youth in High School and our young adults while facilitating a culture that will help grow the parish in active participating members. Engage the youth and young adults in a relational style of ministry and provide activities for meeting them on their own level. Collaborate and assist (as needed) the Elementary Faith Formation Coordinator with general programs for the parishioners of St. Patrick's.

Representative Responsibilities

Note: The following are essential functions

- Coordinate preparation for, provide work direction to and supervise all volunteers working in the areas of High School and Young Adult Faith Formation.
- Organize and participate in meetings of the High School and Young Adult Faith Formation Commission in addressing the overall goals, objectives and direction of High School and Young Adult Faith Formation in the Parish.
- Develop and implement intentional outreach effort directed toward the uninvolved and unchurched High School and Young Adults.
- Implement the High School Compass faith and fellowship program Wednesday evenings by supporting leadership meetings, training and follow-up evaluations.
- Provide faith formation and fellowship opportunities for young adults.
- Plan high school and young adult outreach including social and service opportunities as well as weekly drop-in times.

- Provide for small formal and informal group dialogue along with ongoing opportunities for social interaction as well as arranging for occasional guest speakers on appropriate topics relating to High School and Young Adult Faith Formation.
- To oversee the development and ongoing assessment of the High School and Young Adult catechetical ministry, adapted to the needs of parishioners and in collaboration with the pastor and parishioners.
- Coordinate and implement 8th and 9th grade Confirmation Program (including sacramental prep, weekly faith formation sessions, service projects, confirmation retreat and required rites.)
- Be available for meeting with program participants who desire time for sharing and be aware of counseling programs available for those who need them.
- Provide opportunities for the high school youth and young adults to grow in their faith and promote participation at Sunday Mass.
- Develop and propose a High School and Young Adult Faith Formation budget and be responsible to ensure that the programs stay within their budgets.
- Support the general good of St. Patrick and assist other Parish programs when appropriate.

The responsibilities listed above are representative of the job and are not inclusive.