

JOB DESCRIPTION

Saints Simon and Jude Catholic Church

POSITION TITLE:	Faith Formation Coordinator
JOB CLASSIFICATION:	Non-Exempt, Part-Time
DEPARTMENT/PROGRAM:	Faith Formation
REPORTS TO:	Director of Religious Education
SCHEDULE:	Varies
PAY RANGE:	\$18.00 -\$25.00 per hour
	Based on experience, education and qualifications.

Summary:

Saints Simon & Jude Catholic Church is seeking a joyful, mission-driven individual to coordinate and lead engaging opportunities for families, youth, and young adults to grow in their Catholic faith. This role focuses on creating vibrant family youth nights, dynamic bible studies, and ongoing faith-formation experiences that foster community, deepen discipleship, and support our parish's mission to form intentional disciples of Jesus Christ.

Responsibilities:

Because all Sts. Simon and Jude Catholic Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

The position of Office Administrator consists of some or all the following duties:

Key Responsibilities:

- Plan, organize, and lead monthly Family Youth Nights that include faith, fellowship, and service components.
- Develop and facilitate Bible study programs for youth, families, and adults, ensuring alignment with Catholic teaching and parish goals.
- Coordinate seasonal formation series (Advent, Lent, Sacramental prep support, etc.).
- Ensure programs integrate prayer, Scripture, worship, Catholic tradition, and real-life applications.

Event and Ministry Support:

- Provide administrative support for parish ministries, including event registration, logistics coordination, and communication with volunteers.
- Assist with promoting parish events and activities through email, bulletins, and social media (if applicable).
- Performs other duties as assigned

Qualifications:

- Practicing Catholic in good standing with a love for the Church and its mission.
- Strong leadership abilities with experience in mentoring or teaching youth.
- Excellent communication skills to effectively engage with children, parents, volunteers, and community stakeholders.
- Experience with event planning and organizing community outreach activities.
- Knowledge of bereavement support practices, hospice care principles, Christian counseling,

social work techniques, or related fields is highly desirable.

- Ability to demonstrate empathy, patience, and cultural sensitivity when working with diverse populations.
- Proven ability to coordinate multiple projects simultaneously while maintaining attention to detail.
- Experience working with children or adolescents in educational or social service settings is preferred. This role provides an enriching opportunity for individuals passionate about youth development and community service. The Youth Coordinator will be instrumental in creating a nurturing environment that encourages growth, resilience, and positive life choices among young people.

Work Conditions:

- The position primarily involves work in an office setting within the parish premises, requiring frequent use of office equipment such as computers, telephones, printers, and filing systems.
- Evening and weekend work is required to accommodate parish programs and events.
- Must be available to adjust the schedule as needed to meet the needs of the parish community and ministry activities.
- Regular interaction with children, youth, adults, and volunteers in a professional and faith-based environment.
- Some local travel may be required for parish and diocesan meetings or events.

Physical Requirements:

- Ability to remain seated for extended periods while performing administrative tasks.
- Frequent walking, standing, and moving around the parish campus to support programs and events.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Manual dexterity required for operating office equipment, creating materials, and managing paperwork.
- Visual and auditory ability to communicate effectively with staff, volunteers, and parishioners in person, via email, and by phone.
- Must be able to set up and dismantle chairs, tables, and other equipment needed for parish activities as required.