



St. Anthony of Padua Catholic Church
1660 Elm St.
Forest Grove, OR 97116
Phone: 503-357-2989 Fax: 503-357-2217
Email: office@safg.org

Position Title: Part Time Coordinator of Youth & Young Adult Ministry

Send Resume to: benjalextpia@hotmail.com

Opening Date: July 21, 2021

Location of Job: St. Anthony of Padua Catholic Church

Location Address: 1660 Elm St., Forest Grove, OR 97116

Position: 15 Hours/Week

Position Summary: To coordinate the youth (Grades 6-12) and young adult ministries of the parish. Includes Confirmation, RCIT, and Newman.

Job Duties:

- Coordinate ministry teams, including trainings
- Plan, develop and lead the confirmation program
- Observe Archdiocesan guidelines regarding youth ministry and religious education policies
- Coordinate and maintain a calendar of youth activities
- Implement the Called to Protect program of the Archdiocese
- Clear communication to staff and parents
- Maintain accurate sacramental records
- Monitor expenses against the approved budget
- Collaborate with staff in developing a structured religious education program
- Maintain strict level of confidentiality
- Plan and organize liturgical celebrations, service projects, retreats, and social functions
- Promote active youth participation within parish life
- Maintain visible presence at major church events
- Network with youth ministers in the Archdiocese and participate in opportunities for developing skills

Position Requirements:

- Practicing and active member of a Roman Catholic faith community
- Must have a passion for working teens and young adults possess a thorough knowledge of and belief in Catholic teachings.
- Prefer 2 or more years' experience in youth ministry
- Certification for Youth Ministry from the Archdiocese or equivalent education preferred

We, the Catholic Family of St. Anthony of Padua, are called to: love God, love our neighbor, and make disciples of all people by sharing the gifts God has given us.



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- Degree in Pastoral Ministry (Theology) preferred
- Practical experience working with youth and their families
- Ability to prioritize workload to meet requirements
- Ability to work independently and as a team member
- Able to work evenings and weekends as needed
- Bilingual – English & Spanish
- Proficient in Microsoft Office, Social Media,
- Excellent organizational, communication and record keeping skills

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