

**HOLY SPIRIT PARISH
COORDINATOR OF YOUTH AND ADULT FAITH FORMATION**

GENERAL STATEMENT OF DUTIES: to form adult parishioners into missionary disciples of Christ. This position is comprised of the following responsibilities:

- primary focus of this position is young adults. The specific age group of young adults is grades 7 through 12.
- service to older adults in a collaborative and consultative way. This includes a) adults of college age, b) member of the RCIA team and c) collaboration with the Faith Formation Commission in an advisory and supportive role for older adult faith formation offerings.
- adheres to professional standards of conduct and professional development

The coordinator reports to the pastor.

EXPLANATION OF MAJOR RESPONSIBILITIES

Coordinator of young adult formation: develops, implements and administers the Church's faith formation ministry for grades 7-12.

- selects and/or designs an appropriate curriculum for faith formation for grades 7-12 utilizing programs not restricted to classroom models of education.
- recruits, trains and supervises faith formation leaders (e.g. catechists, adult and young adult volunteers, small group leaders)
- provides teaching materials, calendars and schedules on a timely basis to those involved
- insures that records of both young adults and programs are kept and maintained
- helps to facilitate the development of a youth community. This includes working with youth, parents and other adult leaders to offer social and service opportunities for youth. This also includes facilitating participating in NCYC. This will entail fund raising projects to meet these needs.

Coordinator of confirmation preparation for high school and older youth

- Is responsible for developing high school Confirmation program to include: syllabus, retreat, service, prayer and worship experiences. Recruits, trains, supervises and evaluates high school Confirmation team members.
- Obtains/verifies Baptism and First Eucharist record of each candidate
- Organizes Rite of Participation and Confirmation Mass
- Schedules Confirmation interview with parish clergy

- Engages candidates, parents and sponsors in catechetical, service and prayer opportunities during preparing period (September-April)

Service to older adults in a collaborative and consultative way

- collaborates with other parish groups in ministry to college age and young adults. I.e. collaboration with the Evangelization Team and Salt and Light
- develops faith formation with and for college age students if this seem feasible and the opportunity arises
- serves as a member of the RCIA team. This includes leadership with the planning and development of RCIA sessions.
- collaborates with and advises Faith Formation Commission with the development of older adult faith formation offerings. This does not necessarily mean leading specific faith formation offerings; it does mean serving as support to leaders of older adult faith formation offerings

Professional standards of conduct and professional development

- active member of the Catholic Church
- possesses the ability and knowledge to articulate the Catholic faith
- a bachelor's degree in theology, religious education or related educational field. Or certified as a faith formation leader according to policies of the Archdiocese of Dubuque
- must have demonstrated skills in pastoral ministry.
- able to work well with parish staff
- regular attendance at monthly Faith Formation Commission meetings and Youth Leadership Team
- maintains regular office hours
- is available to youth for counseling and general discussion through regular office hours and by special appointment
- proficient with technology and social media
- collaborates with local and archdiocesan faith formation leaders on the development of youth events and professional development
- possesses strong organizational skills, including time management, planning, preparation and management of department budget
- ability to work with parents and youth
- participates in on-going professional and personal formation opportunities related to young adult and adult ministry
- VIRTUS compliant; completion of criminal background check, safe driver certification, if applicable.
- performs other duties as assigned by the pastor

Physical demands: while performing the duties of this position, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

Working environment: entails frequent evening and weekend work