

Employee Name: _____



THE CATHOLIC COMMUNITY OF ST. FRANCIS OF ASSISI

All Employees: Essential Duties and Responsibilities

In addition to duties and responsibilities specific to individual positions, all employees are required to uphold the Parish Mission Statement and Vision Statement:

Mission Statement:

Inspired by our patron, Francis of Assisi, we seek to proclaim the reign of God by growing in holiness through our experience of Christ in word, sacrament, and one another, offering hope to those who hunger for human dignity, and extending hospitality to all.

Parish Vision Statement:

The Catholic Community of St. Francis of Assisi is a gospel faith community baptized into the life, death, and resurrection of our Lord Jesus Christ.

We believe that all life and our earth are sacred, that all people are gifted with God's grace and called to build God's kingdom on earth. We believe that kingdom is a kingdom of justice and peace, faith and hope, love and acceptance.

That kingdom belongs to the least among us. We are one family living in community confronted, challenged, and comforted by the word of God, reaching out to all persons and their families.

We are contemporary Catholic Christians, sharing the ministry which belongs to each of us through baptism in partnership with our Bishop.

We are inspired by the simplicity of Saint Francis. We are responsible stewards of our talents and worldly goods.

We celebrate our faith by worshipping our faith together, experiencing Christ in Word and Eucharist and one another, in natural and simple surroundings.

We grow in knowledge of our tradition and the meaning of our oneness in Christ. We welcome with joy all those who come to us and invite them into the life of our community. We bear witness to those who do not know Christ, by living our faith and spreading the good news.

We reach out in a special way to those who hunger and thirst for human dignity: the poor, suffering, and oppressed people in our community and in our world.

The statements in this position description are intended to describe the general nature and level of work required of this position. It is not an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Supervisor: _____ Date: _____



THE CATHOLIC COMMUNITY OF ST. FRANCIS OF ASSISI

Job Title: Coordinator of Middle School Evangelization & Formation

Department: Formation

Reports To: Director of Evangelization & Formation

FLSA Status: Exempt

Ecclesiastic Status: Catholic in Good Standing

Approved Date: May 2024

Summary

The Coordinator of Middle School Evangelization & Formation, in collaboration with members of the Evangelization & Formation Team, will strategically plan, develop, and implement a vibrant evangelization and formation youth ministry program for students in grades 6 through 8. In collaboration with the Director of Youth & Young Adult Ministry (DYAM), this position will include initial catechetical preparation for the Sacrament of Confirmation.

Essential Duties and Responsibilities

- Develops, implements, and evaluates the middle-school youth-ministry program using a small-group process includes:
 - Develops a youth-ministry program focused on evangelization.
 - Able to share a lived experience of Christ with middle-school students.
 - A youth-ministry program for 6-8 grade students based on best evangelization & formation practices with middle-school students.
 - An engaging middle-school youth-ministry program with opportunities that include worship, retreats, fun, social, and service elements throughout the year.
- With the guidance of the DYAM, implement initial catechetical preparation for the Sacrament of Confirmation.
- Collaborating with the DYAM, coordinate Mercy Camp (middle school mission experience).
- Leads and inspires MSYM Adult Leaders in planning and executing ministry sessions, fellowship events, retreats, and service opportunities focused on evangelization and formation.
- Initiates the development of Middle School peer leadership.
- Collaborates with the evangelization/formation team to ensure a seamless transition between programs.

Other Duties and Responsibilities

- Adheres to parish and diocesan guidelines as outlined in the Employee Handbook and Safe Environment policies.
- Assists in developing the budget and practices gospel stewardship with funds.
- Handles confidential information with tact and discretion.
- Participates in staff meetings, gatherings, liturgies, staff retreat, and Franciscan events to build a culture of “evangelization through hospitality.”
- Weekends and evening hours are required.
- Other duties as assigned.

Required Education and/or Experience:

Enjoys working with middle-school students.

Bachelor's degree

Must be an active, fully initiated, practicing Catholic in good standing with the Church

Open to building a culture of evangelization in the Franciscan tradition

Dedicated to collaborative ministry and the advancement of a vision of the Church as promoted by the Second Vatican Council

Strong relational, communication, organizational, and leadership skills

Basic/Advanced catechist certification (or willing to complete within 2 years), and over time, growth in theology and ministry formation (pursuing a master's degree in theology)

Preferred Experience:

1-3 years of demonstrated leadership experience with youth ministry or religious education

Experience in an educational setting and/or parish setting

Experience in inspiring and organizing adult leaders

Ability to work collaboratively and creatively with others in a vibrant and active parish

Experience in basic data and budget management, project planning, and time management