

Coordinator of Youth Faith Formation

St. Michael the Archangel Catholic Church

Houston, TX

Summary: To assist the Pastor in the parish's efforts to awaken the faith of teens to answer God's missionary call to live out the Gospel through Sacramental worship, evangelization, and serving those in need.

Essential Duties and Responsibilities (*note: other duties may be assigned on an as needed basis.*):

- Responsible for developing year-round middle school and high school youth formation that address contemporary issues of faith and culture
- Create and track both registration and attendance throughout the year for each program
- Responsible for coordinating all aspects of sacrament preparation for teen Confirmation
- Responsible for offering summer activities for high school and middle school youth
- Recruits, trains, and deploys quality Adult Small Group Leaders
- Plans and implements Middle School, High School and Confirmation retreats
- Acts as liaison for St. Michael Catholic School and provides for transition into middle school activities at the parish middle school and high school programs.
- Communicate regularly with all families enrolled in youth faith formation
- Create, maintain, and update database (using ParishSoft) with each participant in one of the Youth Faith Formation programs
- Schedule and coordinate the elements of trips and events such as arranging transportation and accommodations
- Track and maintain budget for all youth functions

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CMG Safe Haven certified

Skills, Knowledge and/or Abilities:

Working knowledge of Archdiocesan Youth Ministry & Faith Formation Guidelines. Solid foundation of Catholic faith. Ability to collaborate with Parish staff.

Education and Experience:

Bachelor's degree or equivalent, plus 3 years related experience in Youth Formation; or equivalent combination of education and experience. Must be Catholic and in good standing with the church. Requires completion of Basic Certificate of Youth Ministry.

Organizational/Interpersonal Skills:

A high level of organization and interpersonal skill is required. Attention to detail and demonstrated ability of working well with others is essential. Must have the ability to manage and to present oneself professionally.

Language and Communication Skills:

Ability to communicate effectively, both verbally and in writing, is required.

Reasoning Ability:

Ability to define problems, to collect and analyze data, to establish facts and to draw valid conclusions is required.

Working Environment:

Evening and weekend work is required. Some lifting required. Active position – not a “desk job.” May necessitate traveling around the city (i.e., visiting teens for lunch, attending meetings, etc.)

Interested applicants are invited to email their cover letter and resume to bbasve@stmichaelchurch.net