



**Position:** Young Disciple Ministry Coordinator

**Team:** Mission

**Reports To:** Mission Team Lead

**Supervises:** Ministry Collaborators

### **Overview:**

This Mission Team member is a pastoral leader who will collaborate with the Mission Team Lead, clergy, FOCUS parish missionaries and other engaged disciples to build, strengthen, and take to the next level our current teams to model and renew all things missionary discipleship by providing family-centered, small-group formation for Sacramental Preparation, religious formation, and *Clear Path* ministries for our young disciples. It builds and equips teams of engaged missionary disciples to implement the parish's mission and vision.

### **Expectations:**

A practicing Catholic in good standing with Church who

- acts as a role model within and outside the parish community
- shares the treasures and truths of the Catholic faith with others
- works collaboratively to enhance the life of the parish community
- strives to be a good steward of the blessings of the community
- positively engages with others for the sake of the mission

### **Key Responsibilities:**

Utilizing a team of engaged parishioners:

- Oversee sacramental preparation that prioritizes family-centered, small-group formation for Sacramental Preparation:
  - Baptismal Preparation process for parents who wish to have a child baptized who has not yet reached the age of reason (grade 2)
  - Process for children in grade 2 and above who wish to receive the Sacraments of Baptism, Confirmation and Eucharist
  - Process to become Catholic for children who have reached the age of reason
  - Preparation to receive the Sacrament of Marriage for couples
- Assist Mission Team members with sacramental preparation for
  - Preparation to receive the Sacrament of Confirmation for those baptized before the age of reason
  - Process for preparation to receive the Sacraments of Christian Initiation as Adults
- Implement small-group formation for disciples of all ages that fosters ongoing spiritual growth based upon the *Clear Path* framework.
- Supervise, and train teams for Catechesis of the Good Shepherd (CGS) and oversee implementation of CGS environments and formation for volunteers.
- Launch and manage an annual Vacation Bible School (VBS) program and other children's ministry events.

- Recruit, form, schedule, and support catechists, small-group leaders, and ministry teams; provide practical training and spiritual formation for missionary disciples.
- Collaborate with the pastor, pastoral staff, school leadership, and diocesan offices to ensure alignment with parish mission, liturgical life, and diocesan policies.
- Adopt age-appropriate curricula and materials.
- Maintain accurate records of participation, sacramental readiness, and volunteer clearances.
- Communicate regularly with families in our parish community.
- Attend staff meetings, parish events, and diocesan trainings.
- Maintain required background checks and safe-environment compliance.
- Other duties as assigned.

### **Qualifications:**

- Practicing Roman Catholic in full communion with the Church and committed to the mission of the parish.
- Strong skills in volunteer recruitment, formation, supervision, and team building.
- Excellent communication, organization, and project-management abilities.
- Familiarity with small-group ministry models and family-based catechesis.
- Ability to work collaboratively with clergy, ministry team members, school personnel, and engaged missionary disciple leaders.
- Experience with budgeting and basic event logistics.
- Background-check clearance and completion of diocesan safe-environment training required.
- Ability to read, analyze, and interpret information
- Ability to effectively present information to Parish leadership and community

### **Preferred Qualifications:**

- Bachelor's degree in Theology, Religious Education, Pastoral Ministry, or related field preferred (or equivalent experience).
- Experience designing and leading parish faith formation, sacramental preparation, youth ministry, CGS, or VBS programs.

### **Working Conditions**

|                               |                                                                                                                                  |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Work Status:</b>           | Full-time; exempt                                                                                                                |
| <b>Physical Requirements:</b> | Able to lift 25 pounds, sitting and standing for extended periods of time, walking short distances, repetitiously using keyboard |
| <b>Hours Per Week:</b>        | 40 +                                                                                                                             |
| <b>Work Schedule:</b>         | Regular hours to be negotiated with some evening and weekend hours and travel                                                    |

**Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Parish.**