Coordinator of 7-12 Faith Formation
St. Bridget Catholic Community
River Falls, WI
10-5-26

Mission:

The Coordinator of 7-12 Faith Formation directs a program of continuing faith formation and discipleship for the high school youth of St. Bridget parish. The program seeks to integrate the spiritual, intellectual, psychological and emotional aspects of life, guiding youth to appreciate the dignity of the whole person, and to a relationship with Jesus in a fun and spiritual role

This role will include approximately 20% of time commitment toward an administrative support role. A significant part of the time may be dedicated toward overall administrative support as well support to the Strategic Planning of the parish with direct/indirect support to Pastor, Parish Administrator, Parish sub-committees and Parish Council

Qualifications:

- Bachelor's degree or equivalent in related field or equivalent experience/certification
- Minimum 3 years' experience in working with youth and families
- Practicing Catholic with sound knowledge of the Roman Catholic teachings and traditions
- Ability to create, implement and adapt curriculum for high school youth, adhering to the guidelines from the Diocese of Superior
- Excellent organizational, verbal, and written communications skills
- Ability to communicate with and manage a large group of youth and adults in one setting. This skill requires a strong, friendly and engaging personality to instill trust in faith and commitment
- Ability to supervise youth and parent volunteers
- Ability to provide guidance to staff and volunteers working within the program
- Demonstrate sound computer skills and the ability to leverage technology to efficiently accomplish required tasks
- Willingness to follow diocesan continuing education/certification requirements
- Ability to work well with staff and parishioners

Reports To:

This position reports to the Pastor and consults with the Parish Administrator.

Position Responsibility

1. Assess the needs of youth and families; develop and implement a faith formation program to meet the needs of youth in an ever-changing society, and lead them toward a life of discipleship.

2. Coordinate and lead a process of preparation for the Sacrament of Confirmation in accordance with diocesan guidelines.

3. Recruit, train, and support Faith Formation volunteers.

4. Provide a compassionate presence to youth and their families.

5. Exercise a leadership role in developing social justice outreach opportunities for youth.

6. Develop and lead a 12th grade formation program to engage youth after confirmation. St. Bridget is committed to building a strong young adult commitment to the Parish. High level of focus and priority is to commit the twelfth grade to continue their personal adult growth with the church and leadership to the younger classes.

7. Connect newly confirmed students in ministry roles within the parish.

8. Participate in all staff/team meetings at the parish, and stay informed of opportunities for youth on the diocesan and national levels. Serve on the Youth Discipleship Committee.

9. Build relationships and work collaboratively on an ecumenical level with youth leaders of other Christian churches in River Falls.

10. Work with staff to plan and prepare a yearly budget for assigned areas.

11. Assist with Vacation Bible School/Summer Bible Camp as needed by the Coordinator of PreK-8 Faith Formation.

12. Coordinate, fundraise and lead trips to Steubenville Conferences, Mission Trips, High School Discipleship Weekend, Extreme Faith Camp and others.

13. Other duties as delegated by the pastor or designee.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The duties of the Coordinator of 7-12 Faith Formation require the ability to sit; use hands to finger, handle, or feel objects, tools or controls; and to talk and hear. The Coordinator of 7-12 Faith Formation is frequently required to walk and occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

2. The Coordinator of 7-12 Faith Formation must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, color vision, depth perception and the ability to adjust focus.