

<b>Position:</b>	<b>Youth Ministry &amp; Faith Formation Co-Coordinator</b>
<b>Department:</b>	St. Luke Church
<b>Reports To:</b>	Pastor, Youth Coordinator
<b>FLSA:</b>	Non-exempt; Part time

**St. Luke Catholic Church Mission Statement:** *To be a Christ-Centered Church responsive to the needs of all; preserving, spreading, and celebrating the teachings of Jesus, offering hope, comfort, and peace.*

**Position Summary:** A part time position for an outgoing individual with strong leadership skills to deepen the faith of the 6th - 12th grade youth of the parish. The individual will be part of the parish staff, working with the current Coordinator in implementing the faith formation programs for middle and high schoolers including faith formation classes, confirmation preparation, and youth ministry.

**Essential Functions:**

1. Implement plans for youth faith formation programming, including Confirmation preparation, assist with classes, programs, and registration, give input on selecting appropriate teaching materials for assigned grade levels and engage the classes in large group activities.
2. Collaborate to prepare youth and parents for the sacrament of Confirmation including classes, rehearsals, receptions, service hours, retreats, and celebrations.
3. Collaborate to ensure 6<sup>th</sup>-12<sup>th</sup> grade youth, in need of initiation sacraments, are well-prepared through program materials and discipleship.
4. Collaborate in developing and promoting a holistic middle school youth ministry to be offered regularly and year-round. Help to maintain TFC program (Teens for Christ) for high school youth.
5. Communicate with families in meaningful ways through current channels of communication.
6. Collaborate to recruit, train and guide catechists and adult youth ministry volunteers to ensure appropriate ratios and student support in a safe environment.
7. As a member of the parish staff, attend staff meetings and participate in decision-making regarding parish direction and activities with an emphasis on faith programs related to middle and high school faith years.
8. Perform other duties as assigned by the Pastor, with input from the faith formation staff and Education Commission

**Education, Experience and Skills:**

**Required:**

1. Experience in a paid or volunteer role with youth ministry.
2. Excellent communication skills, both verbal and written.
3. Competency in Microsoft suite and Google products.
4. Active and participating member of the Catholic Church. Must have a letter from home parish.
5. Must be able to pass all employment screening requirements and adhere to all policies and procedures as outlined in the employee handbook for the Diocese of Charlotte.

**Preferred:**

1. BA in theology/religious studies, education, or related field and/or a certificate in youth ministry or theology from a Catholic institution of higher learning.
2. Fluent in Spanish.
3. Current or future member of St Luke Parish.

**Working environment:**

This position requires frequent evening and weekend hours. The hours vary per week according to events and seasonal fluctuations with an average of 15 hours a week across the year.

**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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is required to stand walk, stoop, reach, sit grasp, hear, and perform repetitive motions of the hands and wrists. Must occasionally lift and move items up to 20 pounds.