

# Ave Maria Pastorate, Watertown Parishes

## Holy Name of Jesus & Immaculate Conception

### Job Description

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**Position Title:** Faith Formation Coordinator, grades 7-12

**Position Category:** Ministerial

**Position Status:** 1. Full Time    2. Salary    3. Benefit Eligible

**Immediate Supervisor:** Director of Discipleship & Evangelization  
Evangelization

**Department:** Discipleship &

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#### General Introduction:

The Bishop of Sioux Falls is the visible head and source of unity in the particular Church entrusted to his pastoral care (CCC 1594). In a unique and visible way, he makes Christ's mission present and enduring while functioning in his role as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop trusts chosen collaborators (clerics, religious and lay people) to share in the apostolic mission and entrusts various responsibilities to them. Each employee helps to extend the ministry of the local Pastor in particular ways as outlined in this position description.

#### Position Summary:

Responsible for the faith formation for youth grades 7-12, including sacramental preparation to be carried out according to the catechetical norms of the Diocese of Sioux Falls and the faith formation program description of Holy Name of Jesus and Immaculate Conception Parishes. The coordinator shall also provide oversight of local youth groups and summer camp opportunities.

#### Essential Duties and Responsibilities:

- **Middle and High School Faith Formation (7th - 12th grades)**  
Recruit, equip and form catechists to lead and teach middle and high school religious education and Confirmation on Wednesday evenings.  
Work closely with the Faith Formation Coordinator of grades K-6th religious education to provide a smooth transition to middle school faith formation.  
Be aware of vocational discernment opportunities within the Diocese and encourage youth participation.
- **Confirmation Preparation (10th grade)**  
Coordinate and facilitate the yearly Confirmation Retreat.  
Coordinate the celebration of the sacrament with the Diocese of Sioux Falls and the Pastor.
- **Other Duties Include:**  
Communicate vocation discernment within the Diocese.  
Provide oversight and assistance with local youth groups and summer camp opportunities.  
Attend and participate in staff and faith formation meetings.  
Submit regular communications to the Communications Coordinator for the pastorate bulletin, website, social media, etc.  
Establish a program calendar and budget for the fiscal year.  
Support the other staff members on the Discipleship and Evangelization team with events when needed (OCIA, First Reconciliation and First Communion, Family Formation, Retreats, Pastorate Parish Mission, etc.)  
Other duties as assigned by the Director of Discipleship & Evangelization or the Pastor.

## Essential Qualifications:

### 1) Primary:

- Willingness and ability to effectively make known the Catholic Church's teachings through the varied ministry activities expected of this position.
- Willingness and ability to act as a personal witness to the Catholic faith and religion by living both one's professional and personal life in accordance with the doctrines and moral teachings of the Roman Catholic Church, as embodied in the various documents of the Roman Catholic Church, including, without limitation, the Catechism of the Roman Catholic Church.

### 2) Education:

- Bachelor's degree in religious studies or other related field.

### 3) Experience:

- At least 5 year's experience with a parish faith formation program.

### 4) Other Elements:

- Knowledge of church documents, origins and development of the Church's teachings, the principles of catechesis for all age levels and catechetical resources and their application.
- Ability to work a variety of hours, including evenings and weekends.

**Required Knowledge, Skills, and Abilities:** An understanding and working knowledge of all desktop applications included in the Microsoft Office Suite and various web applications.

- Ability to work independently and in a team-oriented, collaborative environment to think strategically, multitask, and conform to shifting priorities, demands, and timelines.
- Proven communication skills, and ability to work effectively with a wide range of individuals while maintaining strict confidentiality.

**Job Conditions/Physical Demands:** The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to push, pull, lift and carry items up to 30 pounds.
- Ability to sit, stand, bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists.
- Ability to work in an office setting as well as various venues according to event or activity.
- Vision abilities required include close vision, depth perception and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work with a large number of individuals, often requiring multitasking and working with deadlines and details to ensure all the essential functions are performed in a timely and courteous manner.

**Acknowledgement:** I understand that in accepting the terms of this job description I acknowledge that I am a person of faith and possess the professional abilities and personal attributes necessary to carry out the Primary Essential Qualifications and perform the duties and responsibilities as listed.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Employee Signature*