

Saint John the Apostle Parish
Youth Evangelization and Sacraments Coordinator

POSITION TITLE: Youth Evangelization and Sacraments Coordinator

Location of Job: St. John the Apostle Parish, 417 Washington St. Oregon City OR 97045

Position: Part Time up to 26 hours per week

Primary Responsibilities:

Functions as an integral member of the parish staff, sharing responsibility for the needs assessment, decision-making, planning, implementation and operation of parish sacramental preparation and youth ministries. Develops and organizes programs and strategies with the direction of the pastor and pastoral associate regarding faith formation and sacramental preparation.

Responsible for coordinating the implementation of sacramental preparation and youth programs; Middle School and High School small groups, youth confirmation, first sacraments, and VBS. Plans and organizes liturgical celebrations for sacraments, retreats, and functions for the program participants.

Recruits and trains adult volunteers to help with the children's and youth programs and to assist as catechists in faith formation. Provides for the faith formation of all volunteers.

Plans, develops, and leads first sacraments and confirmation programs, and secures necessary texts and materials.

Help with the Family Faith Formation program, especially activities and teen programming.

Knowledge, Skills and Abilities:

Bachelor's degree in Theology, Religious Education, Catholic Studies or a related field and/or 3-5 years previous parish ministry experience.

Practicing Catholic with strong personal faith, and commitment to conveying Catholic moral and social teachings effectively.

Bilingual preferred.

Ability to work both independently and as a member of a team is vital.

Has a knowledge of the practices of Catholic ecclesial life and structure, as well as organizational and operational procedures. Ability to communicate well (reading, speaking and writing at advanced level); establishes and maintains effective working relationships with staff. Strong interpersonal skills, creativity, decision making, use of

discretion, teamwork, negotiation, public relations, fostering the Church's mission, independent judgment/action, supervising, problem analysis, theological/pastoral analysis and ability to handle multiple projects/priorities.

Proficiency with social media and technology, as well as the ability to coordinate, train and collaborate with adult volunteers.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, run, talk, reach, sit, finger, hear, handle and perform various motions of the hands/wrists. Lifts and moves items up to 20 pounds.

Working Environment:

Work is performed in an office, classroom, liturgical or recreational setting. Employee will be required to attend scheduled evening and weekend meetings and functions. This position requires flexible work scheduling to properly administer the program.

Please send resume and cover letter to Rev. Maxy D'Costa at pastor@sja-catholicchurch.com to apply.

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