

7-12 Faith Formation Coordinator

JOB DESCRIPTION

Position Title: 7-12 Faith Formation Coordinator	Status: [Exempt, at-will]
Department:	Rank: [40 hours]
Supervisor's Title: Pastor	Approval Date:
Revised: 11/13/2025	Reviewed by Compensation:

Position Summary: The 7-12 Faith Formation Coordinator assists the Pastor by coordinating a program of Catholic education and formation which helps parents in the raising of their teenagers in the practice of the faith. The Coordinator oversees all catechists and volunteers in the 7-12 program, and collaborates with the 3K-6 Faith Formation Coordinator. The 7-12 FF Coordinator also serves as the parish representative to the Neenah-Menasha Catholic Youth Ministry program.

Actions required to be consistent with Culture and Values:

- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

Knowledge, Skills & Abilities:

K: Knowledge

- BA in Religious Studies, Pastoral Ministry, a related field, or equivalent experience.
- Minimum 2 years of ministry, outreach, church staff, or equivalent experience preferred.
- Knowledge and understanding of the New Evangelization methodology and best practices with the goal of intentional discipleship.
- Understanding of catechetical processes as they pertain to youth, young adults, and adults.
- Must be a practicing Catholic; a member in good standing of a Catholic parish within the Diocese of Green Bay; single, ordained, a professed religious, or in a sacramental marriage; and have a strong faith, dedicated to Gospel values and living a life of prayer and service.
- Strong personal relationship with Jesus and a deep love for His Church.
- Fully aligned with the teachings of the Church and passionate about the parish mission.
- Proficiency in Microsoft Office software, the Internet, and all basic office equipment is required.

S: Skills

- Leadership and administrative skills, decision-making skills, program development skills, and interpersonal skills.
- Possesses a sensitivity to persons of diverse cultures and traditions.
- Must possess strong oral and written communication skills and be comfortable speaking in large and small group settings to both adults and youth.
- Leadership and administrative skills, decision-making skills, program development skills, and interpersonal skills.
- Thrives in a team environment.
- Possesses strong interpersonal, organizational, and motivational skills. A self-starter, emotionally intelligent, and a humble individual.

A: Abilities

- Must have the ability to plan, organize, and meet deadlines.
- Communicate effectively with staff, parents, mentors, and other volunteers as well as able to establish and maintain effective relationships.
- Must have ability to implement age-appropriate instructional materials and methods of teaching.
- Seeks input from parents and parishioners.
- Adapts to pastoral situations as they arise.
- Proven ability in developing a vision and creating initiatives designed to meet the needs of the parish culture that are consistent with our mission including methods to assess the success of the programs and offerings.
- Leads and influences others and possesses an apostolic heart.
- Must be able to handle multiple projects and priorities as required.

Duties and Responsibilities specific to the Diocese of Green Bay:

- Plan, develop, and promote quality catechesis that instills a love for Christ and learning about Christ.
- Assists with the Faith Formation registration process.
- Collaborate to develop family intergenerational faith formation opportunities for all parents while encouraging the parents' role as primary educators of their students.
- Build trust and understanding with the youth and young adults of the parish while fostering the Christian values of justice, peace, and service.
- Assess student growth and communicate the progress to parents/guardians.
- Oversee the registration, implementation, and preparation programs of Confirmation for the students and their families, as well as the Confirmation retreats.
- Work with the pastoral staff to ensure that parish and diocesan procedures are followed regarding the preparation for and celebration of Confirmation.
- Attend and facilitate the celebration of Confirmation.
- Work with the presider, musicians, and other staff involved in the liturgical celebration of Confirmation.
- Collaborate with the Pastor to address the overall goals, objectives, and direction of Confirmation preparation programs for the parish.
- Continue spiritual and professional development for renewal.
- Other duties as assigned.

Duties and Responsibilities Specific to the St. Gabriel Parish FF Program

- 7-12 Grade Formation
 - Oversees supervision of students
 - Manages student behavior (w/parents)
 - Coordinates with Principal about room usage
 - Class Prep: Plans curriculum, orders instructional materials
 - Classes: Recruits, Trains, and Supervises Catechists
 - Teaches classes as needed
 - Classroom Prep
 - Facilitates Small Groups
 - Recruits, Trains, and Supervises Small Group Leaders
 - Plans Small Group materials
 - Tracks assignments and service projects
 - Maintains permission slips and track other paperwork
- Confirmation Prep
 - Recruits and Trains Catechists
 - Plans classes and orders instructional materials
 - Coordinates Confirmation Retreat
 - Coordinates Presentation Mass & Luncheon
 - Coordinates sacramental paperwork
 - Records assignments and service projects
 - Maintains permission slips and tracks other paperwork
- Neenah-Menasha CYM
 - Represents St. Gabriel Parish in meetings
 - Shares hosting of area YM events
 - Maintains calendar of events
 - Tracks signups and emails
 - Helps coordinate Summer events
 - Collaborates with SMCS
 - Coordinates Local Mission
- Program Calendar
 - Collaborates with the 3K-6 FF Coordinator in planning the annual FF Calendar
- Other duties as assigned by the Pastor

ADA

Physical/Visual/Mental Demands:

While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to handle objects, reach with hands and arms; and talk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and distance vision.

Typical Working Conditions:

The person in this position will work in an inside office environment and classroom; would work alone at times and frequently with a group; normal hours would be 40 hours per week, Monday through Friday, Wednesday afternoons and evenings, and other days/times that are needed for the implementation of the program. There is flexibility in scheduling.

Nature of Supervision Received:

Receives minimal supervision, though collaborates with the Pastor. Incumbent must establish priorities and independently set daily objectives to meet deadlines and address urgent situations as they occur.

Judgment Exercised/Decisions Made:

Considerable judgment and independent decisions making is required. Decisions are moderately complex. Requires ability to thoroughly investigate, analyze, create, and recommend the proper course of action. Judgment and tact must be used frequently.

Financial Responsibility:

Responsible for effective use of budgeted resources.

Supervision Exercised/Number of Employees Supervised:

Supervision is limited to 7-12 program catechists and volunteers.

Signature: _____

Date: _____