



2006 Weston Street
La Crosse WI 54601
608-788-5483
mmoclacrosse.org
mmoc.mobi

JOB DESCRIPTION Director of Youth Faith Formation

Relationship to Parish Administrative Organization

1. Reports to the Pastor of Mary, Mother of the Church who works in collaboration with local city pastors

Principal Responsibilities

1. Develops and directs middle school and high school religious education, faith formation, and youth ministry opportunities for the cooperative of local city parishes
2. Develops and directs sacramental programs and youth faith formation opportunities which are unique to Mary, Mother of the Church

Principal Activities

1. Plans, directs, and coordinates religious education and faith formation opportunities for middle school and high school students among local city parishes
2. Plans, directs, and coordinates youth ministry opportunities for middle school and high school students among local city parishes
3. Collaborates with the Director of Families Forming Disciples who plans, directs, and coordinates faith formation opportunities for families with elementary-aged children among local city parishes
4. Plans, directs, and coordinates sacramental preparation program for First Reconciliation, First Communion, Confirmation, and the Rites of Christian Initiation of Adults/Children
5. Selects and develops appropriate curricula for religious education programs in compliance with diocesan policies
6. Recruits, trains, supports, supervises, and evaluates catechists and support staff according to diocesan policies
7. Implements program plans by ordering needed materials, scheduling speakers, reserving space, and handling other administrative details
8. Maintains the Safe Environment Records according to diocesan policy

9. Worships at Sunday Eucharist at local city parishes in the cooperative
10. Attends staff meetings at the request of pastors
11. Performs other tasks in line with Youth Faith Formation

Qualifications

1. Possesses a bachelor's degree in the field of Theology or equivalent experience
2. Possesses Advanced Certification according to diocesan policy or an ability to work toward certification
3. At least one year of classroom teaching experience or equivalent experience
4. Experience or ability to use Microsoft Office and Google Workspace (gmail)
5. Ability to learn in-house software ParishSoft
6. Possesses good communication, clerical, and customer relations skills
7. Ability to work well with others, maintain confidentiality, and maintain good attendance

Hours: Full-time position; pay is commensurate with experience

Begins: December 15, 2022 – January 15, 2023

Applications are preferred by December 1, 2022 with references from previous employer(s) or supervisor(s). Please forward to:

Rev. Brian D. Konopa
Mary, Mother of the Church Parish
2006 Weston St.
La Crosse WI 54601
frkonopa@mmoclacrosse.org

October 7, 2022