



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

JOB DESCRIPTION

Coordinator of Youth Faith Formation

(The goal is to make this position a Director within a year or less.)

Relationship to Parish Administrative Organization

1. Reports to the Pastor of Mary, Mother of the Church who works in collaboration with local city pastors
2. Immediate supervisor is the Director of Youth Faith Formation at Roncalli Newman Parish (La Crosse)

Principal Responsibilities

1. Develops and directs middle school and high school religious education and faith formation 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 middle school (Edge) and high school (LifeTeen) religious education and faith formation opportunities among local city parishes
2. Collaborates with the Director of Youth Faith Formation at Roncalli Newman Parish (La Crosse) who plans, directs, and coordinates elementary religious education and faith formation opportunities among local city parishes
3. Plans, directs, and coordinates MMOC Kindergarten & Pre-K religious education and faith formation
4. Plans, directs, and coordinates MMOC 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 parish's Safe Environment Records according to diocesan policy
9. Worships at Sunday Eucharist at Mary, Mother of the Church and other local city parishes
10. Attends Pastoral Council meetings at the request of the pastor
11. Performs other tasks as assigned

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 Suites
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 (40 hours); pay is commensurate with experience

Begins: June 15 – July 20, 2022

Applications are preferred by June 1 with references from previous employer(s)/supervisor(s). Please forward to:

Rev. Brian D. Konopa
Mary, Mother of the Church Parish
2006 Weston St.
La Crosse, WI 54601
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May 4, 2022