

**Job Title: Coordinator of Purpose & Life Teen**

Reports to: Pastor  
 Location: Little Flower Catholic Parish, Toledo (OH)  
 FLSA Status: Salaried Full-Time; Exempt  
 Date: 20 August 2019

**Position Summary**

The Coordinator of Purpose (junior high) and Life Teen (high school) leads and labors to bring forth missionary disciples who know, love and serve Christ Jesus and become increasingly engaged, grateful and cheerful members of their Catholic Church. The ministry leadership position oversees effective faith formation for teens in middle school and high school, seeking expressly to facilitate an on-going encounter with Jesus Christ and helping teens and their parents to grow in understanding and practice of their Catholic Faith.

**Primary Duties and Responsibilities****A. LIFE TEEN (Grades 9 – 12)**

- Develops goals, objectives and strategies for Life Teen high school faith formation.
- Creates the master schedule, plans bi-monthly Life Nights and organizes other events throughout the year designed to shape high school teens into joyful and committed disciples of Jesus Christ desiring to live in the heart of His Church (e.g. March for Life, Franciscan Youth Conferences, Camp Covecrest, retreats, corporal works of mercy, spiritual works of mercy, bible studies, etc...).
- Ensures that all high school faith formation aims to deepen the understanding and living of the Catholic Faith in ways that always are consistent with the *Catechism of the Catholic Church* and diocesan and parish norms.
- Recruits, trains, mentors and evaluates volunteers/catechists to serve on the Life Teen Core Team.
- Leads the bi-monthly Life Nights on the 1<sup>st</sup> and 3<sup>rd</sup> Sunday evenings immediately after 5:30 p.m. Mass.

**B. PURPOSE (Grades 6 – 8)**

- Develops goals, objectives and strategies for Purpose middle school faith formation that culminates in the reception of the Sacrament of Confirmation at the end of grade 8.
- Creates the master schedule that ensures catechetical and spiritual curriculum sequencing encompassing 3 years.
- Ensures that all middle school faith formation aims to deepen the understanding and living of the Catholic Faith in ways that always are consistent with the Catechism of the Catholic Church and diocesan and parish norms.
- Recruits, trains, mentors and evaluates volunteers/catechists to serve on the Purpose Core Team.
- Leads the monthly Purpose gathering on the 2nd Sunday evening immediately after 5:30 p.m. Mass.
- Leads the preparation for all 8<sup>th</sup> graders receiving the Sacrament of Confirmation.

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## C. OTHER

- Works interdependently and cooperatively with the Pastor and Director of Liturgy and Music to help facilitate an ongoing encounter with Christ Jesus the Lord at every 5:30 p.m. Sunday Mass.
- Works interdependently and cooperatively with the Director of Adult Faith Formation and Director of Mission integration, seeking to equip parents and Confirmation sponsors as first teachers of the faith.
- Works interdependently and cooperatively with *Saint Benedict Catholic School* middle school teachers and the principal (parish Catholic School).
- Coordinates baptism preparation of teenagers, working directly with parents and in partnership with the Director of Adult Faith Formation, Director of Mission Integration and Pastor.

### Other

- Commits to continuous faith formation and spiritual growth.
- Participates as a member of the Parish Leadership Core Team.
- Attends continuing education seminars, workshops, etc. as directed by the Pastor.
- Present weekly at Sunday 5:30 p.m. Mass; may be requested by Pastor on occasion to be present for other weekend Masses.
- Works cooperatively with the Parish Protecting Youth Compliance Officer to ensure required personnel and adult volunteers are in compliance with all diocesan regulations.

### **Job Qualifications**

#### Religious Background

- Active Catholic in good standing with the Church

#### Education/Experience/Knowledge:

- Bachelor's degree preferred, especially with emphasis in catechetics, spirituality, theology or communication.
- Two (2) years dedicated ministry experience with teenagers
- Effectiveness in evangelizing youth and families with a strong understanding of intentional discipleship, relational ministry, adolescent and family development
- Clear and cogent understanding of the Catholic Faith and a high ability to teach it to youth with respect to their varied backgrounds and home environments
- High ability to create and lead effective initiatives in the faith formation of youth and families
- Knowledge of current evangelical and catechetical best practices for youth and families

#### Communication, Interpersonal, Competencies

- Ability to recruit, develop and empower lay volunteers as effective evangelists and catechists of youth and parents
- Ability to form and lead effective ministry teams
- Excellent written and verbal communication skills

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- High abilities for identifying and prioritizing tasks and flexibility in executing duties through their proper completion
- Ability to utilize a cooperative team-orientated approach to leadership and ministry
- Above average computer and social media platform competencies, including familiarity with Facebook, Instagram, Twitter and Flocknote

*Interested candidates send resumé and cover letter to Father Dave Nuss at [dnuss@littleflowertoledo.org](mailto:dnuss@littleflowertoledo.org).*