



SAINTS MARY & MATHIAS

CATHOLIC CHURCH AND SCHOOL

Position Title: Coordinator of Youth Formation and Evangelization

Position Description:

The Coordinator of Youth Formation and Evangelization supports the mission of Saints Mary and Mathias Catholic Church by accompanying middle and high school students as they grow in their relationship with Jesus Christ and His Church. This role is responsible for planning, coordinating, and implementing parish-wide youth formation, evangelization, and sacramental preparation programs. The Coordinator of Youth Formation and Evangelization ought to be authentic, hospitable, available, and coachable.

Reporting Relationships:

- Reports to: Director of Formation and Evangelization
- Collaborates with: Coordinator of Family Formation and Evangelization and other parish staff
- Facilitates Ministry of: Volunteers

Key Responsibilities:

- Facilitate encounters with Jesus Christ and His Church for students in grades 6-12, including relational ministry
- Organize and oversee small group ministry for middle school and high school youth
- Recruit, train, support, and accompany adult small group leaders from the parish, fostering confident, relational, and well-formed volunteers
- Coordinate and support Confirmation preparation, including implementing The Search, teaching parents and children about the Sacraments, and relevant administrative tasks
- Organize, oversee, and accompany youth to conferences and retreat opportunities, including but not limited to Steubenville Youth Conference, Iowa Catholic Youth Conference (ICYC), and NET retreats.
- Organize and lead middle school Bible studies at the Catholic school during the school day, collaborating with the middle school religion teacher to support student faith formation.
- Develop, organize, and implement service projects for 6-12 graders
- Plan and coordinate regular large-group youth ministry gatherings for middle school and high school students, aimed at evangelization and helping teens encounter Christ and His Church
- Collaborate closely with the Director of Formation and Evangelization and the Coordinator of Family Formation and Evangelization as part of a team-based ministry approach.
- Communicate effectively with teens, parents, volunteers, clergy, and staff through written, verbal, and digital means.
- Galvanize members of the parish, encouraging participation, connection, and ongoing engagement in parish life.

Required Qualifications:

- An actively practicing Catholic with a strong sense of the importance of a life of discipleship
- Strong grounding in Catholic theology and ecclesiology, as evidenced by a minimum of a Bachelor's degree in theology, Catholic Studies, Religious Education, or a related field, or other relevant coursework
- Demonstrated experience in relevant professional ministry settings
- Ability to relate effectively with staff, volunteers, parishioners, guests, adults, and young people
- Ability to work nights and weekends
- Proficiency with or ability to learn Microsoft 365 applications
- Ability to pass criminal background and credit check, and complete Diocesan Safe Environment Training

Preferred Qualifications:

- Fluency in Spanish or experience working in a Hispanic or multicultural setting helpful, but not required

Hours and Compensation:

- Salary Range: \$45,000-50,000, commensurate with education and experience
- Full-time, year-round, FLSA Exempt position
- Will require evening and occasional weekend duties
- Eligible for benefits package, including health insurance and 401(k) match

To Apply:

- Please email a resume, cover letter, and references to Maddie Rice at mrice@marymathias.org.
- Questions about the position may also be directed to Maddie via email.
- Madison Rice
mrice@marymathias.org
215 W 8th St.
Muscatine, IA 52761