

**Location:** St. Teresa Quad-Parish, Mapleton, MN  
**Job Title:** Faith Formation Coordinator  
**Reports to:** Parish Pastor  
**FLSA Status:** \$20/hour – Full Time  
**Effective Date:** Mid-Late Summer 2025 - Flexible start date

**Position Summary:**

The Quad-Parish Faith Formation Coordinator is a prayerful, practicing Catholic, who is articulate and confident in matters of the Catholic faith, and who coordinates and serves as a primary contact and planner for the Faith-formation and Safe-Environment efforts of our quad-parish community. A college education in theology or Catholic Studies is preferred, but not required.

**Supervisory Responsibilities:** None

**Responsibilities and Duties:**

- Work with the Faith-formation Core Team, pastor, and office staff to pray for the community's intentions, prepare classroom and home-lesson materials, and ensure that the overall goals and vision of faith formation in the quad-parish are being carried out.
- Schedule meetings, form discussion agendas, and ensure notes are taken for quad parish records.
  - Prepare a Faith Formation calendar, and communicate it/all updates effectively.
  - Work especially with the Pastor to schedule events like the reception of Sacraments, learning centers, classes.
- Prepare registration letters/emails/forms for families desiring to enlist children in formation, and keep accurate records for all quad-parish youth involved in Faith formation.
  - Records may include: Fundraising accounts, volunteer hours, and camp-registration.
- Recruit all required volunteers: catechists, small-group mentors, etc
- Oversee sacramental preparation for Confirmation, First Communion, and OCIA.
- Help plan and staff fundraisers for Catholic youth-camps/retreats, along with monthly youth group events.
- Update QuadParish website.
- Attend Diocesan Faith Formation Diocesan events.
- Send notices and reminders to all pertinent families/parents regarding Faith-formation updates, deadlines, and opportunities.
- Attend summer conferences and camps with youth or recruit the appropriate number of adult (21+) chaperones to attend with students.
- Act as Safe Environment Coordinator for the Quad-Parish (or find a volunteer to do so) by running background checks, managing trainings, completing Diocesan audits, etc.
- All other duties as assigned by the Pastor.

**Minimum Requirements & Qualifications:**

- Prayerful, practicing Catholic who is articulate and confident in matters of the Catholic faith.
- Proficiency with Google Docs and Google Spreadsheet.
- Effective oral and written communication skills.
- High school diploma or GED.

- College education in theology or Catholic Studies is preferred, but not necessary.
- Must possess a valid MN Driver's License or the ability to obtain within thirty (30) days of employment.
- Must be able to work independently and utilize work time properly and productively.
- Must have the ability to maintain records in an accurate and accessible manner.
- Must be able to work collaboratively with other staff, volunteers, and youth.
- Must be able to work with a variety of ages, personalities, and backgrounds and understand that each person's faith grows according to God's grace.

**Working Conditions:**

- This position is Full-Time.
- This position requires flexible hours, including evenings and weekends, as well as occasional travel to camps, conferences, and service trips.
- Must be able to perform duties using a telephone, computer, and general office equipment.

**Benefits**

- Paid vacation, personal, sick time, and holidays
- Medical, Dental, Life, and more insurance benefits are available
- Retirement Plan with Employer Contribution upon eligibility

To apply, please send a resume and letter of interest to Steve Breiter at [sjmsst@gmail.com](mailto:sjmsst@gmail.com).