

Saint Clare Parish is Hiring!

Coordinator of High School & Adult Disciple Formation

Saint Clare Catholic Parish is looking for a dedicated, inspiring, and innovative person to assist our high schoolers and adult parishioners in their faith development. The candidate will help us make disciples of Jesus Christ through: building smaller communities of prayer and support for both teens and adults within the larger parish community, offering ongoing spiritual development opportunities, and coordinating programs of education and discussion that bridge life and faith, among other disciple-making initiatives. The candidate should have one or more of the following: a Bachelor's Degree, and/or diocesan ministry certification, and/or practical experience in parish Faith Formation leadership. Because of the nature of the ministry, the candidate should also be a practicing Roman Catholic and have the ability to work a variable schedule. For a complete ministry description, please visit stclareagw.org. Please send a cover letter and resume by August 9, 2021 to Fr. Brian Wideman at bwideman@stclareagw.org (documents should be in pdf format) or 2218 Day Street, Greenleaf, WI, 54126.

**Please scroll down
for the complete ministry description**

Saint Clare Catholic Parish
Ministry Description

COORDINATOR OF HIGH SCHOOL & ADULT DISCIPLE FORMATION

Status: Exempt
Reports to: Pastor
Collaborates with: Coord. of Elementary & Middle School Disc. Form. (and all staff)
Hours: Full Time

I. Ministry Summary:

Assisting adults and adolescents in their faith development, with a view toward:

- developing right and personal relationship with God
- foretasting the joys of heaven through a life lived in faith, hope, and charity today
- acquiring the intellectual and spiritual tools needed to integrate faith and life
- forming healthy faith environments in the home and among friends or peers
- making committed disciples who make more disciples

II. Qualifications (Knowledge, Skills, & Abilities):

Knowledge: One or more of the following:
A Bachelor's Degree *and/or*
diocesan ministry certification *and/or*
practical experience in parish Faith Formation leadership
Familiarity with the USCCB catechetical documents

Skills: Relational and community-building skills
Hospitality
Organizational skills
Skills in Word and Excel (or Google Workspace)
Conflict resolution

Abilities: Be a practicing Roman Catholic
Ability to work a variable schedule
Occasional weekends
Usually at least one weeknight
Ability to work independently as well as collaboratively

III. Duties and Responsibilities:

General Parish Life—

- Be an engaged and compelling member of the Saint Clare Parish and School communities
- Make and maintain ministerial connections with households and individuals
- Serve as a quasi-Pastoral Associate in assisting the Pastor to meet families' pastoral needs
- Plan and oversee a calendar of parish community events (not fundraisers)
- Serve as an ex-officio member of the Saint Clare School Advisory Board
- Participate as a member of the Saint Clare Parish Staff under the guidance of the Pastor
- Serve as parish contact person for Confirmation

High School Disciple Formation—

- Build upon the current/emerging model of High School formation
- Develop new and effective approaches to youth outreach and engagement
- Schedule and coordinate retreat opportunities
- Plan and prepare an annual "Welcome Freshmen" event
- Collaborate with the Coordinator of Elementary & Middle School DF over 8th Grade formation
- Facilitate relationships with area public schools
- Participate as a member of the Saint Clare Confirmation Board
- Recruit, train, and manage all catechists and House Leaders

Adult Disciple Formation—

- Develop a new model of Adult Disciple Formation
- Schedule and coordinate retreat opportunities
- Recruit, train, and manage all catechists

Liturgical Life—

- Plan and prepare Advent and Lenten penance services with the Pastor
- Recruit youth liturgical ministers, in conjunction with the Facilitator of Music & Liturgy
- Plan and prepare Confirmation Mass

Professional Development—

- Participate in diocesan-sponsored events and seminars as appropriate
- Engage in ongoing professional development and personal enrichment

Administration—

- Plan and maintain HS&A DF budget, in collaboration with the Coord. of Elem/Mid School DF
- Develop and maintain the Adult & High School DF page(s) on the parish website
- Plan and publish an annual HS&A DF calendar
- Develop an effective communication system with households/families and individuals

IV. Physical/Visual/Mental Demands

The position requires the ability to: frequently move catechetical materials from classroom to classroom (e.g., books, papers, writing utensils, and so on); manage audio-visual and other technology available (e.g., computers, speakers, projectors, computer programs, and so on); operate office equipment including telephone, computer, copy machine; and maneuver flights of steps.

V. Typical Working Conditions

At present, the High School and Adult Disciple Formation program is based out of the Parish Center (the old St. Mary School in Greenleaf: 4 large classrooms, youth room, large cafeteria and kitchen, and storage). The building is not handicapped-accessible, nor has air conditioning. The typical hours are M,T,Th,F 8-4:30, and Wednesday Noon-8pm (however, these are negotiable).

VI. Nature of Supervision Received

Works under the direction of the Pastor, but also requires individual initiative in recognizing and responding to faith development needs. While the ministry requires independence and initiative, it also fits within the broader parish mission framework and priorities as laid out by the Parish Pastoral Council. The role of the Pastor is to assign objectives (already described in this ministry description), to assist in prioritizing and realizing these tasks, to conduct at least an annual performance review, and to offer guidance in meeting the needs of the ministry.

VII. Judgment Exercised/Decisions Made

The Coordinator of High School & Adult Disciple Formation has the authority to make programmatic decisions after careful consideration. Both the Coordinator and the Pastor are responsible for maintaining regular communication about the disciple formation program, its needs, direction, structure, and effectiveness. Because the Pastor has the responsibility for the religious formation of parishioners due to the nature of his office, the Pastor reserves the right to override or alter decisions made by the Coordinator; it is anticipated that such overrides and alterations would be rare, owing to the expectation of regular communication between the Coordinator and the Pastor.

VIII. Supervision Exercised

The Coordinator of High School & Adult Disciple Formation has supervisory responsibility over catechists and House Leaders involved in the High School & Adult Disciple Formation program. The Coordinator does not supervise any paid employees.