



## MIDDLE SCHOOL FAITH FORMATION COORDINATOR

**Job Title:** Middle School Faith Formation Coordinator  
**Opening Date:** May 16, 2017  
**Location Name:** Resurrection Catholic Parish  
**City:** Tualatin  
**State:** OR  
**Zip:** 97062  
**Job Number:**  
**Job Category:**  
**Position PTE:** Part Time  
**Term of Service:** 10 months (Mid-August to Mid-May)

### **Position Summary:**

Provides direction, coordination, formation and management of all programs and activities related to faith formation for all middle school age children (in 6th, 7th & 8th grades) at Resurrection Catholic Parish. This is a 10 month position.

### **Job Duties:**

- Has primary responsibility for the weekly faith formation of all parish children who are attending middle school, as well as regularly scheduled sessions for catechists and parents.
- Initiates, coordinates and implements faith formation sessions for middle school age children.
- Initiates, promotes and coordinates retreats, prayer services, family events for the children involved in middle school ministry (called "Edge") and for their families.
- Involves the Edge children in Sunday liturgies and parish social events as appropriate.
- Plans and leads the Edge children in community outreach events. Recruits and trains volunteers as needed.
- Reviews and prepares age-appropriate catechetical materials for the Edge children that are consistent with Catholic Church teaching and acceptable to the Archdiocese of Portland.



# ARCHDIOCESE OF PORTLAND

## IN OREGON

*Human Resources*

- Ensures that all volunteers involved with the Edge children pass background checks and complete the necessary child protection training as required by the Archdiocese.
- Collaborates with the pastor and other faith formation staff in planning, implementation, and evaluation of the faith formation ministry and the utilization of facilities.
- Establishes and maintains a calendar of faith formation sessions as appropriate.
- Manages a budget and maintains current and accurate records in consultation with the pastor, the faith formation team, and the business manager.
- Works cooperatively with other parish staff regarding registration, training, commissioning, and the recruitment and support of volunteers and catechists.
- Attends staff, vicariate, and diocesan meetings as scheduled.
- Assists and coordinates the involvement of children in one of the parish's Christmas Masses.
- Performs other tasks as assigned by the pastor.

This position is open until filled. Cover letters and resumes may be directed to: [mbashoury@rcparish.org](mailto:mbashoury@rcparish.org) at Resurrection Catholic Parish.