PSR COORDINATOR (PREK-12TH GRADE)

(approximately 10-15 hours/week)

The *PSR Coordinator* is a part-time position responsible for leading our parish's youth religious education activities in consultation with the Pastor/Deacon. He or she will be responsible for coordinating CCD / PSR classes, Vacation Bible School and preparing young people of the parish for the Sacraments of Penance and Eucharist.

- Coordinate the PSR program for ages Preschool through 12th grade including Youth Masses, Advent plays, May Crowning, Sacramental activities including Reconciliation, First Communion and Confirmation, Summer Vacation Bible School.
- 2. Coordinate VIRTUS trainings with St. Joseph VIRTUS administrators
- 3. Have a visible presence in the parish and the community, being a good example of the Catholic faith
- 4. Work closely with the Pastor/Deacons as well as Education/Formation Committee.
- Provide monthly reports to the Parish/Stewardship Council regarding activities and plans.
- 6. Work and communicate with YM Coordinator
- 7. Administer PSR budget throughout the year

YOUTH MINISTRY COORDINATOR (Grades 5-12)

(approximately 10-15 hours/week)

The Youth Ministry Coordinator is a part-time position responsible for leading our youth group activities in consultation with the Pastor/Deacon. He or she will be responsible for developing youth programs including weekly meetings, service projects, mission trips and youth conferences as well as preparing our young people of the parish for the Sacrament of Confirmation.

- Design and schedule youth events, retreats, Confirmation program, community and church service projects, diocesan and national youth events for our parish.
- 2. Spend time with youth and develop rapport with them.
- 3. Have a visible presence in the parish and the community, being a good example of the Catholic faith
- 4. Coordinate VIRTUS trainings with St. Joseph VIRTUS administrators
- 5. Work closely with the pastor/deacons as well as Education/Formation Committee.
- Provide monthly reports to the Parish/Stewardship Council regarding activities and plans.
- 7. Keep the parish informed of youth ministry activities and goals.
- 8. Work with and communicate with PSR coordinator
- 9. Administer YM budget throughout the year

ADULT FAITH FORMATION COORDINATOR

(approximately 1-5 hours/week)

The Adult Faith Formation Coordinator is a part-time position responsible for leading our adult religious education activities in consultation with the Pastor/Deacon. He or she will be responsible for developing adult programs including small faith sharing groups, missions, and retreats.

- 1. Design and establish adult formation activities.
- 2. Organize and lead adult retreats/missions.
- 3. Develop and promote small faith sharing groups
- 4. Have a visible presence in the parish and the community, being a good example of the Catholic faith
- 5. Coordinate VIRTUS trainings with St. Joseph VIRTUS administrators
- Work closely with the pastor/deacons as well as Education/Formation Committee.
- 7. Provide monthly reports to the Parish/Stewardship Council regarding activities and plans.
- 8. Keep the parish informed of adult formation activities and goals.
- 9. Administer AF budget throughout the year

We are looking for fishers of children, youth, men and women! (Briefjob descriptions included)