



HOLY FAMILY CHURCH

SOUTH PASADENA, CALIFORNIA

Job Announcement For Associate Director Of Faith Formation: Coordinator Of Youth Ministry And Confirmation

Brief Job Description:

Holy Family Church is seeking a full-time Associate Director of Faith Formation: Coordinator of Youth Ministry and Confirmation. The Coordinator reports to the Director of Faith Formation.

The primary purpose of this position is to develop a Christ-centered parish-based pastoral ministry for middle and high school youth following the ecclesiology of the Holy Family community, inspired by the Pastoral initiatives of the parish and our mantra “All Are Welcome”. The programs/processes should foster the total personal and spiritual growth of each young person mindful of the eight-fold Comprehensive Youth Ministry Model, as described by “Renewing the Vision” (USCCB). The Coordinator draws learners into responsible participation in the life, mission, and work of the faith community, develops close communication with and mutual support from families of youth, and collaborates with other community and parish youth organizations. Ideally, the young people and their families are nurtured to become joyful disciples of Jesus Christ. This position also includes the preparation of high school teens for the Sacrament of Confirmation.

Minimum Job Requirements:

- Practicing and active member of a Roman Catholic parish faith community
- Bachelor’s degree in a related field (preferred)
- Youth Ministry experience in a Catholic parish
- Training in the principles, practices, and theory of Total Youth Ministry
- Certification as a Youth Minister (or willingness to pursue certification)
- Compliant with Safeguard the Children Policies and Procedures: Guidelines, Virtus, and Live Scan
- First Aid and CPR certified
- Knowledge of Renewing the Vision and General Directory on Catechesis
- Passion for and ability to engage with middle and high school youth
- Excellent administrative/secretarial/office skills
- Excellent computer skills
- Excellent written and verbal communication skills
- Salary and benefits are competitive and based on experience.

Please send resume and brief cover letter to:

Dawn Ponnet, Director of Faith Formation,
at dponnet@holyfamily.org.

HOLY FAMILY is a welcoming Catholic Eucharistic community of disciples of Jesus Christ connecting faith with life and reaching out to those in need. ■