



An Open Position for the Church of the Guardian Angels, Chaska:

Bilingual Coordinator of Faith Formation and Family Discipleship

Description

Would you like to help families grow in their faith and foster a love for Jesus within a medium-sized bilingual Catholic community? Do you have a desire to welcome families and youth, especially Latinos, and help them become more acclimated to their faith community? At The Church of the Guardian Angels in Chaska, we desire to offer the support you need to apply your gifts and talents that will be vital in welcoming new families seeking faith formation and sacraments and in leading many of our parish outreach activities.

We are seeking a well-mannered and engaged individual who takes initiative to help build family and parish life according to God's plan. The successful candidate will help form families in discipleship of Jesus Christ as those who offer their God-given gifts to the parish and to the wider community.

Consider joining us to lead our well-established team that serves both communities with the help of mentoring from our departing staff member.

Our intentions for this position are that:

1. It will be flexible based on your availability, 20-40 hours per week, with added duties for more hours.
2. It is intended that this position will work closely with an English-based Coordinator of Faith Formation and Family Discipleship who would emphasize work with our English speaking community.

This position includes some work in the evenings and on weekends.

The wage range, depending on experience, education, and other qualifications, and if classified as a non-exempt (hourly) employee, is \$24.00 to \$30.00 per hour.

Highlights of the job include:

For 20 hours per week:

- Lead sacramental preparation for first sacraments for Latino-based families.
- Lead and coordinate faith formation for parents and families with well-developed existing volunteers.
- Coordinate Order of Christian Initiation for Adults and for Children in Spanish.

- Coordinate Infant Baptism preparation with well-established existing volunteers.
- Lead and coordinate Marriage preparation with existing volunteers, often in conjunction with OCIA.
- Routinely reach out personally to families of faith formation, welcoming them, encouraging them, and clarifying the program with them.
- Work in the area of administration involving the above areas, including recording sacraments. Work as a team in a collaborative environment, including by attending staff meetings.

For 30 hours per week, add the following:

- Co-lead youth ministry with an established team, using Y Disciple materials and offerings about once per month (often Saturdays) and with one summer initiative.
- Plan retreats with a volunteer or paid team and special liturgical rites for our Confirmation and First Communion programs, as well as the sacramental liturgies themselves. Communicate and coordinate with families.
- Attend about half or a majority of Sunday Latino Masses in order to become acquainted with the Latino community, encourage, and reach out with registration and coordinative efforts.
- Lead new Archdiocesan Synod initiatives, working with the pastor, including recruiting, training, and supporting a team of volunteer ministers.
- Include some front desk time in administration described above in order to become acquainted with many volunteers, parents, and parishioners who make inquiries.

For 40 hours per week, add the following:

- Lead and coordinate already developed summer evangelization initiatives, such as presence at Farmer's Markets, rosaries in homes, and open houses.
- Provide pastoral care to primarily Latino families, utilizing resources for financial assistance, being a listening ear, and making appropriate referrals.
- Support infant Baptisms administratively.

Qualifications

- Be able to communicate effectively in both Spanish and English.
- Be willing to work 20-40 hours per week, working some evenings and weekends.
- Successfully complete required background check and Virtus training. Agree to and sign a Code of Conduct.
- Three years of experience in elementary or adult faith formation or other Latino parish ministry.

- High school diploma required. Post-secondary education in Catholic education, youth ministry, or theology is a plus.
- Able to communicate well by various means, including in leadership capacities.
- Demonstrated knowledge in child, youth, or parent faith formation.
- Familiarity with youth ministry, catechetical resources, and church documents on catechesis is a plus.
- Demonstrated organizational skills and an ability to recruit and train volunteer ministers.
- Demonstrated organizational skills related to forms, rosters, and collection.
- Strong computer skills especially Word, Excel, developing flyers, and other internet communication.
- Detail-oriented and highly organized.
- Have flexibility in working a variety of hours, including weekends and evenings.

Application Instructions

Please send letter of interest and résumé with information on why you desire the position and how your experiences, education, and accomplishments have helped prepare you to serve the community of Guardian Angels in Chaska to Viviana Sotro via email at vsotro@gachaska.org.