

7-11 Faith Formation Coordinator

JOB DESCRIPTION

Position Title: 7-11 Faith Formation Coordinator	Status: [Exempt, at-will]
Department: Faith Formation	Rank: [40 hours]
Supervisor's Title: Pastor	Approval Date:
Revised: 6/25/2026	Reviewed by Compensation:

Position Summary: The 7-11 Faith Formation Coordinator assists the Pastor by coordinating a program of Catholic education and formation which helps parents in the raising of their teenagers in the practice of the Catholic faith and prepares those teenagers to receive the Sacrament of Confirmation. The Coordinator oversees all catechists and volunteers in the 7-11 program, and collaborates with the K-6 Faith Formation Coordinator. The 7-11 FF Coordinator also serves as a parish representative to the Neenah-Menasha Catholic Youth Ministry program.

Actions required to be consistent with Culture and Values:

- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

Knowledge, Skills & Abilities:

K: Knowledge

- BA in Religious Studies, Pastoral Ministry, a related field, or equivalent experience.
- Minimum 2 years of ministry, outreach, church staff, or equivalent experience preferred.
- Understanding of catechetical processes as they pertain to youth, young adults, and adults.
- Must be a practicing Catholic; a member in good standing of a Catholic parish within the Diocese of Green Bay and have a strong faith, dedicated to Gospel values and living a life of prayer and service.
- Strong personal relationship with Jesus and a deep love for His Church.
- Fully aligned with the teachings of the Church and passionate about the parish mission as laid out by the Pastor.

S: Skills

- Leadership and administrative skills, decision-making skills, program development skills, and interpersonal skills.
- Strong oral and written communication skills and be comfortable speaking in large and small group settings to both adults and youth.
- The ability to work both independently and as a member of a ministerial team.
- Strong interpersonal, organizational, and motivational skills. A self-starter, emotionally intelligent, and a humble individual.

A: Abilities

- Vision, plan, organize, and meet deadlines.
- Communicate effectively with staff, parents, mentors, and other volunteers.
- Be able to establish and maintain effective ministerial relationships.
- Ability to implement age-appropriate instructional materials and methods of teaching.
- Seek input from parents and parishioners.
- Adapt to pastoral situations as they arise.
- Lead and influence others, and possess an mission-oriented heart.
- Be able to handle multiple projects and priorities as required.

Duties and Responsibilities

7-11 Grade Formation

- Oversees supervision of students and manages student behavior (w/parents)
- Coordinates with K-6 FF Coordinator on room usage
- Class Prep: Plans curriculum, orders instructional materials
- Classes: Recruits, Trains, and Supervises Catechists (and subs, as needed)
- Teaches classes, as needed
- Classroom Prep
- 7-11 Servant Sundays, in collaboration w/school and Evangelization Coordinator
- Communicates 7-11 program details to 7-11 families via Flocknote
- Facilitates Small Groups
 - Recruits, Trains, and Supervises Small Group Leaders
 - Plans Small Group materials
- Tracks assignments and service projects
- Maintains permission slips and tracks all other paperwork

Confirmation

- Coordinates sacramental paperwork
- Recruits and Trains Catechists/Small Group Leaders
- Plans classes and orders instructional materials
- Records assignments and service projects
- Maintains permission slips and tracks all other paperwork
- Coordinates Confirmation Retreat
- Coordinates Confirmation Pledge Weekend
- Prepares Confirmation Mass with the Pastor and diocesan offices
- Enters completed sacrament in eCatholic
- Sends Confirmation notifications to other parishes, as needed

Domestic Church Facilitation

- In Collaboration with Evangelization Coordinator and K-6 FF Coordinator
- Helps parents, families, and individuals in fostering a Catholic culture in the home

Administrative Responsibilities (Program-wide K-11)

- FF Billing through eCatholic
- Collaborates with K-6 FF Coordinator on completing the annual FF calendar
- Coordinates doors and school bells with Parish and School secretaries
- Maintains 7-11 page and FF Billing info/links on parish website
- Collaborates with K-6 FF Coordinator & Finance Council on any fundraising needs
- Maintains safety and weather protocols; communicates cancellations to FF families

Neenah-Menasha Catholic Youth Ministry

- Represents St. Gabriel Parish in NMCYM meetings
- Collaborates with Pastor to bridge public school students/families and the parish

Ministerial Support

- Is present on Wednesdays 4:30-8:40 pm as a support to K-6 Coordinator

Other duties as assigned by the Pastor**ADA****Physical/Visual/Mental Demands:**

While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to handle objects, reach with hands and arms; and talk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and distance vision.

Typical Working Conditions:

The person in this position will work in an inside office environment and classroom; would work alone at times and frequently with a group; normal hours would be 40 hours per week, Monday through Friday, Wednesday afternoons and evenings, and other days/times that are needed for the implementation of the program. There is flexibility in scheduling.

Nature of Supervision Received:

Receives minimal supervision, though collaborates with the Pastor. Incumbent must establish priorities and independently set daily objectives to meet deadlines and address urgent situations as they occur.

Judgment Exercised/Decisions Made:

Considerable judgment and independent decisions making is required. Decisions are moderately complex. Requires ability to thoroughly investigate, analyze, create, and recommend the proper course of action. Judgment and tact must be used frequently.

Financial Responsibility:

Responsible for effective use of budgeted resources.

Supervision Exercised/Number of Employees Supervised:

Supervision is limited to 7-11 program catechists and volunteers.

Signature: _____

Date: _____