

Faith Formation Administrative Coordinator & Youth Formation Assistant

Advance administration for both programs · Day-of assistance for youth

Status	Part-time, 20–25 hours/week, 12-month, hourly, non-exempt
Reports to	Director of Child and Youth Formation
Collaborates with	Hispanic Ministry Coordinator on registration and forms for Spanish-speaking families
Schedule	Weekday office hours plus day-of youth events as assigned (high-school sessions as needed, Living Stations rehearsals, Confirmation-related gatherings, retreats). Hours flex heavier in August–October and March–May. Extra hours require the Director’s prior approval.
Languages	English required; Spanish a plus. Spanish-family contact is supported by Hispanic Ministry Coordinator.

Purpose

This position does two things. First, it owns advance (“remote”) administrative work for both the child program and the youth program—the paperwork that must be finished before anyone walks in the door. Second, it gives the Director immediate, day-of help for the youth program (grades 9–12 and Confirmation). It does not design curriculum and it does not run Hispanic ministry.

Two kinds of help (read this first)

Advance (“remote”) administrative help — this role, for child and youth.

This means work done well before the class or liturgy: registration, fees, collecting baptismal records, parent signatures on permission and sponsor forms, class lists, book orders, draft certificates, catechist paperwork tracking, parent emails. This person does that work for PreK4–8 and for high school / Confirmation.

Immediate (day-of) help — this role, for youth only.

Being present when teens are present: high school events as needed, Living Stations rehearsals, Confirmation rehearsal, retreat help as needed, setup and supplies for those events. Wednesday-night child formation presence belongs to the Child Formation Assistant, not to this role.

Essential duties

Advance administration — both programs

- Manage registration, fees, and family contact information in the parish database for PreK4–12.
- Collect baptismal certificates and other sacrament records; track what is missing; follow up with families.
- Distribute and collect parent forms, sponsor forms, permission slips, and medical releases; record who has signed.
- Build class lists, attendance sheets, and name tags.
- Order and inventory curriculum and supplies; keep the closet ready so day-of staff are not hunting materials.
- Reserve rooms and send facility needs to the office and facilities staff.
- Draft parent emails, texts, and bulletin items for the Director’s approval as needed.

- Prepare first drafts of sacramental certificates and record entries. The Director reviews; the parish keeps the official books.
- Track catechist Safe Environment and application paperwork with the safeguarding coordinator; flag gaps to the Director.
- Keep shared digital files (calendar, roster, volunteer list) that the Pastor, Associate Pastor, and Office Manager can open.
- When a family is Spanish-speaking, complete as much of the file as possible, then ask Lulu to call or sit with the family. Do not leave Spanish registration sitting because of language.

Youth Formation Assistant — day-of

- Provide immediate help at youth events assigned by the Director: setup, supplies, check-in, hospitality, and presence through the event.
- Examples include Living Stations rehearsals and performances, Confirmation rehearsal and other related events, and retreats as needed.
- Do not replace the Director as program leader at those events. Be the person who makes the room and the roster work so the Director can lead.

Classification and hours

Hourly, non-exempt. Hours actually worked are recorded. Expected range is 20–25 hours per week. Hours beyond the posted schedule need the Director's prior approval.

This role does not include

- Designing curriculum or serving as lead catechist (may step in only in an emergency at the Director's request).
- Wednesday-night child formation as a regular assignment (Child Formation Assistant's day-of work).
- Supervising other employees.

Qualifications

- Reliable, discreet, and detail-oriented; comfortable with databases, email, and standard office tools.
- Parish or school office experience preferred.
- Able to work some Sundays and scheduled youth-event evenings during the program year.
- Practicing Catholic; must represent the parish well with parents and teens.
- Spanish proficiency is a plus, not required.
- Safe Environment compliance and background check required.