

Job Title: Coordinator of Student Ministry (K-6)
Reports To: Pastor
Parish: St. Patrick Parish, Yorkville, IL
Position: Full-time, Benefits

About Us

At St. Patrick Parish, our vision is to transform lives in Christ by making church matter, building disciples, and seeking and saving the lost. We are dedicated to serving our over 2,000 registered families and our community with faith, compassion, and excellence.

Role Overview

The Coordinator of Student Ministry plays a vital role in nurturing the spiritual growth of children in K-6th grade, along with their parents. This position offers the opportunity to work within a dynamic and engaging ministry environment that focuses on bringing families closer to Jesus. The Coordinator's mission is to form these children and parents as disciples and empower them to transform the world.

Responsibilities

- Oversee, plan, and execute the Family Formation program with the Family Formation team.
- Collaborate with the Coordinator of Youth Discipleship to ensure transition from Family Formation to the middle school program and to assist in combined family and special events for Faith Formation families.
- Recruit and train volunteers to assist with various ministry activities, ensuring they are well-prepared and motivated.
- Coordinate leader investment meetings.
- Help oversee annual Faith Formation registration.
- Build relationships with the children, parents, and families (Needs to be at ease with social interactions in any setting).
- Contribute to the long-term health and vitality of the student ministry by fostering a culture of continuous improvement and innovation.
- Build strong relationships with local organizations and community members to extend the Church's impact.

Qualifications

- College degree or equivalent (in years of experience in this field).
- Possess a thorough knowledge of Catholic teachings, traditions, and practices.
- Be able to articulate personal faith experiences and stories that inspire and guide others in their spiritual journey.
- Experience with children's ministry and curriculum.
- A level of social maturity that can accurately represent the parish and Faith Formation team.
- Willingness to give first fruits to the ministry.
- Develops and implements strategic plans that align with the church's vision and mission.
- Create a dynamic balanced team by leveraging the unique strengths of each member.
- Maintain open and effective communication with families, staff, and the broader church community.
- Basic knowledge of office equipment and software/database programs and familiar with social media.
- Must support the mission, philosophy, objectives and policies of St. Patrick Parish, the Catholic Church and the Diocese of Joliet.
- Lives within 40 minutes of Yorkville community.

Salary Range

Salary range is \$40,000 - \$42,000 annually, depending on experience.

Benefits

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule determined at local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

To apply for this position, please send cover letter with resume to hr@stpatrickyorkville.org. Please include Coordinator of Student Ministry in the subject line of your email.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.