

Notice of Job Vacancy

May 24, 2022

St. Francis Roman Catholic Church
2746 Fifth Street
Castle Rock, CO. 80104
303-688-3025

**Director of Faith Formation for
High School & Young Adult
Ministry**

Full Time - Salary

Responsible for organizing and leading weekly youth group, organizing annual mission trip for high school youth, and organizing events for young adult ministry.

Position requires excellent inter-personal skills as well as outstanding customer service orientation, initiative, multi-tasking and self-discipline. Must have excellent organizational and time management skills. Must be able to adapt to an ever changing and constantly challenging environment.

A complete job description and application is available at the address and phone number above.

A background check will be required.

Applications will be accepted until July 31, 2022 or until filled.

EOC/MF

Fr. Mark Zacker
Parochial Administrator

SAINT FRANCIS OF ASSISI ROMAN CATHOLIC CHURCH

This document was
last reviewed on
May 24, 2022

JOB DESCRIPTION

Job Title: Director of Faith Formation for High School & Young Adult Ministry

Number: 1

Reports To: Pastor

Department: Faith Formation

Full Performance Period: 12 month

Exemption Status: Exempt

Supervisory: Employees: 1 Unpaid Staff: No Volunteers: Yes Contract Workers: No Boards: No

Job Titles Supervised: Faith Formation Administrative Assistant **Approximate Hours:** 40/week

General Purpose: The primary responsibilities of the Director of Faith Formation for High School and Young Adult Ministry is to invest in the future of the Catholic Church by answering life's tough questions, inspiring others in their faith, and by being a witness to the faith who will lead teens and young adults into a deeper relationship with Christ.

Essential Duties and Responsibilities:

- Organize and lead a weekly youth group using resources from Life Teen that follows the school year
- Coordinate with other Diocese of Colorado Springs parishes on joint retreats throughout the year
- Lead a team of volunteers and ensure they are trained for both St. Francis of Assisi and Diocese of Colorado Springs safe environment training standards
- Plan and lead social events outside of the regular weekly youth group including during the summer months
- Work with the Director of Middle School ministry to lead a team of peer leaders (teens) who will assist with the confirmation preparation and retreat
- Oversee the planning, fundraising, and success of an annual mission trip for high school youth and recent graduates
- Oversee the implementation of events for young adult ministry (18-35 y/o)

Qualifications:

- Excellent organization and time management skills
- Project management and leadership experience
- Prior experience working with youth
- Practicing Catholic who adheres to all Church teachings
- Able to balance a budget for large projects
- Able to adapt to an ever changing, and constantly challenging environment
- Flexible to work unusual hours

Nice to Have:

- Background in theology or catechetics
- Background or experience in teaching or public speaking
- Fundraising experience

Benefits:

- Paid holidays and some Holy Days
- DTO
- Medical, dental, vision, and life
- FSA
- LTD Insurance
- AD & D

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

<i>WORK ENVIRONMENT</i>	<i>SELDOM</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>
COLD (50 For less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS		X	
NOISE		X	
VDT/CRT USE	X		
DRIVING		X	
STANDING			X
SITTING			X
WALKING			X
BENDING		X	
WORK WITH OTHERS			X
REPETITIVE MOTION			
<i>OPERATING MACHINERY</i>			
COPIER			X
TELEPHONE			X
FACSIMILE (FAX)	X		
10-KEY	X		
CALCULATOR		X	
COMPUTER			X
MOUSE			X
PRINTER			X

FREQUENCY OF REQUIRED EXPOSURE/ USE

<i>OTHER</i>	<i>SELDOM</i>	<i>OCCASIONAL</i>	<i>F</i>
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMIN.			X
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
LOCAL		X	
NATIONAL		X	
INTERNATIONAL	X		
AVAILABILITY			
EVENINGS			X
WEEKENDS			X

LIGHT (Under 5 lbs.)			X
MODERATE 15-20 lbs.)		X	
HEAVY (Over 20 lbs.)	X		

DESCRIPTION OF MOVEMENT

LIFT/LOWER		X	
CARRY		X	
PUSH/PULL		X	
REACH ABOVE		X	

Decision-making and Supervisory Responsibility:

HIRING	I			
ASSIGNING/ SCHEDULING WORK	F			
MONITORING/ CONTROLLING WORK	F			
DISCIPLINE	I			
PERFORMANCE EVALUATION	I			
SALARY RECOMMENDATIONS	I			
DISMISSAL	I			
BUDGET RESPONSIBILITY	R			
PROPERTY RESPONSIBILITY	F			
CONFIDENTIAL INFORMATION	F			

I indicates Input only
R indicates responsibility for Recommending a course of action requiring one other approval
F indicates responsibility for the Final Decision

APPLICATION FOR EMPLOYMENT

Parish Name: St. Francis of Assisi Parish
Address: 2746 Fifth Street Castle Rock, CO 80104
Phone: 303-688-3025

In order that your application may be properly evaluated, it is essential that **all** of the following questions be answered carefully and completely. Please attach a **resume** to supplement this application.

PLEASE PRINT

Name _____
Last First Middle Initial Mr./Ms./Other Title Date _____

Address _____
Street City State Zip Code

Social Security Number (last 4 digits) XXX-XX-_____ Telephone Number _____
You may be asked to provide complete Social Security # at inter view

Position Desired _____

Mark one: FULL TIME PART TIME EITHER

When can you start? _____ How did you learn about this position? _____

Previously employed by any Parish/Diocese? NO or YES _____ If yes, when? _____

If yes, where? _____

E-mail address: _____

EDUCATIONAL BACKGROUND

Type of School	Name and Location	Years Completed	Major	GPA	Degree(s) Obtained
High or Preparatory					
College					
Graduate School					
Other					

List any additional special skills, technical or professional knowledge which you may have :

EMPLOYMENT EXPERIENCE: List all of your current and previous positions (paid and unpaid) in chronological order starting with most recent. *Complete this section and attach additional sheets as needed even if you submit a resume.*

1. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____

Supervisor's Name and Title _____

Work Performed _____

Reason for leaving _____

2. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____

Supervisor's Name and Title _____

Work Performed _____

Reason for leaving _____

3. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____

Supervisor's Name and Title _____

Work Performed _____

Reason for leaving _____

4. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____

Supervisor's Name and Title _____

Work Performed _____

Reason for leaving _____

5. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____

Supervisor's Name and Title _____

Work Performed _____

Reason for leaving _____

6. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____

Work Performed _____

Reason for leaving _____

7. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____

Work Performed _____

Reason for leaving _____

8. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____

Supervisor's Name and Title _____

Work Performed _____

Reason for leaving _____

Of the jobs you have held , which did you like the most, and why? _____

Of the jobs you have held, which did you like least, and why? _____

May we contact your present employer? YES or NO _ _ _ _

Has anyone ever brought or threatened to bring a civil or criminal claim against you alleging physical or sexual abuse or sexual harassment by you? YES or NO _____

If yes, give a short explanation of the complaint. Please indicate the date, nature, and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.

Have you ever been convicted of any felony or misdemeanor? YES or NO _ _ _ _

If yes, give a short explanation of the incident. Please indicate the date, nature, and place of the incident , the disposition of the allegations, and your employer at the time, including your employer's name , address and telephone number.

Has any employer ever disciplined you or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving, or your theft? YES or NO _ _ _ _

If yes, give a short explanation of the allegations. Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

Have you worked or attended school under any other names? Yes No

If yes, give name(s): - - - - -

Give 3 references, who are not relatives :

Name	Phone Number

List any relevant volunteer work:

*In order for your application to be considered, you must sign the
Applicant's Declaration, Authorization and Release.*

APPLICANT'S DECLARATION, AUTHORIZATION, AND RELEASE

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize the Diocese of Colorado Springs and its agents to verify any information related to my application or resume. I also authorize all individuals, schools, employers, and law enforcement officials to freely release any information concerning my background, and I hereby release any and all of them from any liability for doing so.

Print Name

Signature

Date