**Serva Fidem Parish Coordinator**

**Duration:** Full-Time (40 hrs per week)

*(Due to the nature of the role, the Serva Fidem coordinator may work irregular hours and must have the expectation to be flexible to accommodate mentor and student schedules. Some weekends/evenings and travel will be required.)*

**Position Description**

A Serva Fidem Coordinator’s ultimate goal is to foster student relationships with Christ and support them in keeping the faith for the rest of their lives, especially through college. Both Scripture and modern research have shown that the most effective way to do this is through small group discipleship where students are received into an intentional community led by a faithful mentor. In every parish community there are adults who are equipped with the love of Jesus Christ and need a place to pour out their specific charisms. At the same time, in every parish community there are young students who are looking for guidance and community in their walk with Jesus.

The Serva Fidem Parish Coordinator serves as this intermediary between adults within the parish community and current high school students. The Serva Fidem Parish Coordinator recruits, trains, and coaches parish adults to accompany and lead small groups of high school students to keep the faith.  Additionally, the Serva Fidem Parish Coordinator works with the pastor and key players from the parish to identify students who are ripe for an invitation to join an intentional small group community.

While many students in the parish may attend Catholic schools, the Serva Fidem Parish Coordinator aims specifically to form groups amongst public school students who do not have this opportunity already presented to them. Since public school students are not present at the parish throughout the day, the Serva Fidem coordinator must take extra steps to meet potential students and help them form groups. This involves working with school partners and networking with families within the parish community. The goal is to build a ministry that reaches all, and not just those who have previously attended youth ministries in the past.

The Serva Fidem Coordinator works to build small groups at three different parishes. He or she will first report to the Lead Pastor, but will work closely with the Schools Director, having weekly meetings for training and direction.

**Important Expectations**: The Serva Fidem Coordinator role is one of both interpersonal ministry and program management. This role requires strong relationship-building skills, as well as the leadership experience and self-management skills to facilitate numerous aspects of the Serva Fidem ministry simultaneously. Above all, the most important quality in a Serva Fidem mentor is their daily pursuit of personal relationship with Jesus, their surrender to God in all they do, and their Christlike witness of faith and virtue.

**Responsibilities**

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| **Mentor Coaching and Management**  | * Recruit, train, and coach mentors to accompany and lead small groups of high school students to keep the faith
* Conduct quarterly coaching meetings and formation opportunities for mentors
* Hold mentors accountable to Serva Fidem and Diocesan policies and procedures
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| **Student Group Formation**  | * Build relationships with students through school partnerships and networking within the parish community
* Make concrete invitations for students to join Serva Fidem groups
* Coordinate the formation of student small groups from initial interest to mentor hand-off, with Spirit-led discernment throughout the process
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| **College Transition and Alumni Support**  | * Prepare senior mentors and students for the transition to college, including by connecting Serva Fidem students to Newman Centers and college ministries (FOCUS, SPO, etc.)
* Maintain Serva Fidem Fellowship Program
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| **Serva Fidem Program Management**  | * **Events:** Assist in planning various annual events for current Serva Fidem students and alumni
* **Communications:** Create and send various newsletters and emails to mentors, donors, students, parents, and area pastors
* **Admin, Tracking and Systems:** Manage and keep up-to-date various tracking sheets and systems, including student participation, mentor participation, small group location and times, etc.
* **Prayer Team:** Maintain Serva Fidem prayer team with updates and intentions
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| **Personal Spiritual Health**   | * Frequent reception of the sacraments, including daily Mass when possible
* Commit to a daily holy hour (in Adoration, when possible)
* Receive spiritual direction monthly
* Intercede regularly for the spiritual growth of high school students and Serva Fidem mentors
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| **Parish Team**  | * Participate in monthly meetings with parish pastor
* Build relationships with parish pastor, staff, and community
* Attend one quarterly meeting with pastors, Diocese, and Serva Fidem staff
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**Competencies**

* Catholic in good standing with the Church
* Actively strives to grow in personal relationship with Christ
* Understands and has experience with the New Evangelization
* Strong interpersonal skills with both adults and minors, both in individual and group settings
* Ability to relate to many different groups of people and personalities
* Ability to hold others accountable to commitments
* Can work autonomously; strong self-initiative and time management skills
* Organized and detail-oriented
* Ability to manage many tasks and projects simultaneously
* Experience leading others (preferred)
* Understands culture of Diocese/particular parishes(preferred)

**Qualifications**

* Bachelor's Degree
* 2+ years of experience within a New Evangelization ministry (i.e., FOCUS, Damascus, or similar organizations)