

Coordinator of Hayden Faith Formation & Topeka Youth Ministry

Job Description

This position is responsible for monitoring and ensuring the quality of the faith focused culture of Hayden Catholic High School. Working with the President and Principal this position provides support for spiritual operations and works with faculty, staff, parents, students and community members in the implementation of the school's mission statement and overall Catholic culture.

ESSENTIAL FUNCTIONS

- Support the President and work with the Principal in building a robust, consistent and vibrant Catholic culture and mission-focused community
- Work with Chaplain to define, cultivate, and protect the Catholic Identity of Hayden Catholic High School
- Manage and support Campus Ministry Department
- Serve as a nexus for the Faith Formation of the Administrative team
- Act as liaison to the Archbishop and the Chancery staff on matters of Faith Formation
- Develop sacramental and prayer experiences for the Hayden community
- Provide support for parents with deep faith formation questions
- Develop Faith Formation of faculty and staff through:
 - Creating curriculum with School of Faith facilitator
 - Planning and implementing faculty and staff retreats, as well as prayer experiences
 - Provide a spiritual sounding board for faculty and staff
- Support and develop Community System
- Connect Chaplain and Campus Minister to Community System
- Act as liaison with broader youth ministry community

Support the office of the President:

- Make case statements and other materials for development work
- Cultivate relationships and stewardship with benefactors that have Faith Formation as a high priority
- Infuse Catholic Identity into all promotional materials
- Serve on Continuous School Improvement Planning Committee as Mission and Catholic Identity Head
- Develop strong relationships and advocacy for Hayden Catholic High School with regional priests
- Pay attention to recruitment by visiting neighboring Catholic schools, youth groups, homeschool groups and engagement with parent networks

Support the office of the Principal:

- Act as an advisor to the disciplinary board
- Interview prospective faculty and staff, ensure mission driven hiring

- Collaborate with the Campus Minister to manage clubs and organizations with Faith related ends
- Support teachers in bringing the Catholic Worldview into individual classrooms and curriculums
- Support the Theology Chair and Department in development and implementation of curriculum, testing and spiritual formation of students

Support other School Leaders:

- Work closely with the Athletic Director to train coaches in implementing faith and culture into teams and programs
- Work closely with the Fine Arts Department (Dance, Theater, Band, Singers, Art, etc.) on appropriate productions consistent with Catholic Identity.
- Insure a strong commitment to Catholic Identity of all extra curricular activities and events

Support Topeka Pastors in Youth Ministry:

- Market for Regional and Archdiocesan Events, including: Regional Retreats, Steubenville Youth Conferences, Catholic Heart Work Camp, Prayer and Action, Runnin' with the Revs, Ministry Trainings, Rural Youth Ministry Events, National Catholic Youth Conferences, March for Life, IGNITE Rally and Topeka March for Life, Jr. High Youth Rally, Camp Tekawitha, Mission Trips, etc.
- Develop publicity and marketing materials in advance of event
- Develop important documents for event including: itineraries, permission and liability documents, medical information forms, and registration forms
- Attend monthly TRYM (Topeka Regional Youth Ministry) Meetings
- Work with the Archdiocese to host training talks/workshops for local catechists (youth ministers, teachers, volunteers, ect.) in the areas of leadership, theological formation, and spiritual formation
- Present a report at Regional Topeka Priests Meetings
- Develop relationships with Principals and Directors of Religious Education of schools and parishes in Topeka
- Work with the 7 local pastors to articulate the ministry needs of the parish including roles and responsibilities for a parish youth minister or lead volunteer
- Act as a liaison for Archdiocese and Topeka Region by regularly meeting with Archdiocese Youth Office Staff