



KAUKAUNA CATHOLIC PARISHES  
HOLY CROSS • ST. KATHARINE DREXEL

**POSITION:** Coordinator of Discipleship  
**REPORTS TO:** Pastor  
**WORK SCHEDULE:** Part-time 10-15 hours per week

**General Purpose of Position:** To build disciples for Christ by developing and implementing a comprehensive approach to discipleship (in the areas of worship, discipleship, mission, group building, faith formation, and outreach) while serving as a spiritual leader and role model on the Discipleship Team.

**Organizational Relationship and Supervision:** The coordinator reports to the Pastor, who will provide an annual evaluation of the coordinator's performance. The coordinator will be responsible and subject to Roman Catholic policy and doctrine.

Attendance at the following meetings is expected: Parish Leadership Team meetings, Weekly team meetings, and Staff Meetings.

**The Primary Task:** There shall be a comprehensive approach to the development and implementation of discipleship. This comprehensive approach is based on the understanding of the primary task of discipleship to:

- love people where they are
- encourage the development of their relationship to God as Catholics
- provide them with opportunities for nurture and growth
- challenge them to respond to God's call to serve in their communities and the world

This will be accomplished by building a diverse group of adults to minister across all areas of the Church. The Discipleship coordinator will form this group and work with them to cover all needed areas.

**Responsibilities:**

1. Help plan, develop, and implement all aspects of a balanced discipleship program in the areas of worship, discipleship, mission, group building, faith formation, and outreach. Example, calendaring
2. Support and guide the work of the discipleship team in an annual process of evaluating the vision and goals of discipleship and directing weekly planning sessions.
3. Mentor team in developing their discipleship plan and their leadership skills.
4. Complete the Missionary Leadership Institute Program and be aware of resources for developing discipleship, and participate in continuing education events and training opportunities.
5. Recruit and train volunteers who work with parishioners in all aspects of discipleship.
6. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
7. Lives in full sacramental communion with the Catholic Church.
8. Create a budget for the fiscal year, assist with Safe Environment numbers & other reports to the Diocese
9. Assist all members of the team throughout the year.

**SUPERVISION EXERCISED/NUMBER OF EMPLOYEES SUPERVISED:** Discipleship Team members

**TYPICAL WORKING CONDITIONS:** Frequent work in an office setting during regular business hours; however, the position may require travel to off-site meeting locations for community and parishioner youth events during evenings and weekends, with some flexibility to accommodate longer workdays, evenings and weekends.



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**POSITION:** Middle School Coordinator  
**REPORTS TO:** Coordinator of Discipleship  
**WORK SCHEDULE:** Part-time / 25 hours per week

**Areas of Responsibility:**

Middle School (grades 6-8) Discipleship  
Planning and implementing sessions for grades 6-8, using Life Teen-Edge Resources  
Parochial & Public Elementary School: Sacrament Prep [Eucharist and Reconciliation]  
Assist with Family Ministry  
Budget Responsibilities working with the Discipleship Team: Grades 6-8 grades  
Supervises: Volunteers and Catechists  
Assist with Catechist Inservice  
Mission Trips, both MS & HS

**1. Ministry Qualifications**

- A. Complete the Missionary Leadership Institute Program
- B. Exhibits skills in interpersonal communications with the pastoral team/pastor and the families in the program.
- C. Has background and experience as a catechist or teacher in a Catholic School.
- D. Has the skill to assist catechists in their responsibilities as catechists.
- E. Lives in full sacramental communion with the Catholic Church.
- F. Is dedicated to the ministry of catechesis.
- G. Has leadership qualities and experience.
- H. Pursues continuing education opportunities.
- I. Virtus Trained

**2. Ministry Summary**

- A. The coordinator is responsible for the portion of the faith formation program assigned to bring faith to the Middle School Youth and build young disciples of Christ. The coordinator works with the Discipleship Team on all aspects of this program.

**3. Ministry Responsibilities**

- A. Ongoing Development
  1. Participates in the sacraments and other forms of community prayer.
  2. Seeks spiritual formation opportunities, such as retreats and days of reflection with the Discipleship Team.
- B. Administration of Program
  1. Establish the program's calendar with the assistance of the Discipleship Team.
  2. Schedules the facilities in collaboration with others who use the facilities.
  3. Ensures proper supervision of indoor and outdoor facilities during program times.
  4. Works with the Discipleship Team on the inventory of supplies, textbooks and other resources.
  5. Maintains records, i.e., attendance, sacrament, and permanent student records for the part of the program they are responsible for.
  6. Implements diocesan guidelines for the part of the program they are responsible for.

C. Catechesis

a. Catechists

1. Welcomes and gives resources to the catechists in this specified portion of the program.
2. Assists catechists in individual planning, as needed.
3. Affirms and supervises the work of these catechists
4. Provides training and materials for the catechists.
5. Offer current catechesis to Catechists
6. Submit Background Checks of employees and volunteers (coordinate with LoSEC Coordinator)

b. Faith Formation of Middle School Youth

1. Integrates faith experiences, service, and instruction.
2. Selects appropriate curricula and texts with the assistance of the Discipleship Team.
3. Works with the Pastor and Discipleship Team in planning worship experiences.
4. Assist with youth ministry events.
5. Informs and involves parents in the program.
6. Communicates students' progress to parents/guardians.
7. Implements Safe Environment Curriculum

c. Parish and Diocesan Leadership

1. Attends staff and diocesan meetings and workshops, as appropriate.

d. Public Relations

1. Collaborates with Pastor and Discipleship Team in common ministerial areas.
2. Promotes the program and events using print media, i.e., parish bulletin, mailings, handbooks, newsletter, etc.
3. Coordinates the schedule with local schools and community calendars.

**4 Typical Working Conditions**

Frequent work in an office during regular business hours; however, the position may require travel to off-site meeting locations for community and parishioner youth events during evenings and weekends, with some flexibility to accommodate extended workdays, evenings, and weekends.