

St. Elizabeth Seton Catholic Church Carmel, Indiana

Position: Middle School Formation & Evangelization Lead
Reports To: Director of Evangelization, Family Life, and Pastoral Ministries
Hours: Full-time, 40 hours/week
FLSA Status: Ministerial Exemption
Benefits: Medical, dental, and vision; 403(b) matching; vacation, personal time, sick time.
Prepared Date: 04.11.25

Position Summary

Within the vision of the Pastor, under the direct supervision of the Director of Evangelization, and in collaboration with clergy, staff, and parishioners, the Middle School Formation & Evangelization Lead advances St. Elizabeth Seton Catholic Church's mission to "go and make disciples" as commanded by Jesus Christ in Matthew 28:19-20. Current areas of focus are parishioner engagement, catechetical excellence, and sacred liturgy, including Eucharistic adoration. The Lead advances the mission by developing and implementing a comprehensive, year-round ministry of catechesis, formation, discipleship, evangelization, and service opportunities for youth in middle school. The Lead collaborates closely with the High School Formation and Evangelization Lead to develop continuity between the middle and high school ministries. The Lead collaborates with the High School Lead to recruit, train, and support adult catechists and volunteers to coordinate and lead opportunities for catechesis, formation, discipleship, evangelization, and service for youth, their parents, and families.

Responsibilities

- Develops, implements, and evaluates inspiring and effective ministries which engage, serve, catechize, form, and evangelize youth, parents, and families of the St. Elizabeth Seton parish.
- Recruits, trains, supports, evaluates, and builds a strong team of adult catechists and volunteers to coordinate and lead inspiring and effective catechetical, formational, and evangelical events for youth and to build supportive and effective mentoring relationships with youth.
- Develops and implements an inspiring and effective Confirmation process for youth, primarily in 8th grade.
- Develops, coordinates, and leads opportunities for youth and their families to participate in impactful retreats, pilgrimages, service opportunities, and social events.
- Mentors young women in middle and high school with a focus on counter-cultural discipleship, leadership skills, and vocational discernment, including collaborating with the Pastoral Care Lead to mentor young women through the Lisieux Sorority. Collaborates with the High School Lead to mentor young men in middle and high school.
- Collaborates with the Director of Evangelization and the High School Lead to develop and implement an inspiring and effective OCIA process as adapted for youth.
- Collaborates with the Religious Education Lead to develop and implement opportunities for youth to support catechetical and formation activities for children, such as Liturgy of the Word and Vacation Bible School.
- Sets and measures goals for increased engagement, catechetical excellence, and transformational impact of planned events and interactions.
- Serves as a consistent presence at Mass and parish events; collaborates with parish staff to coordinate parish events.
- Initiates and maintains communication with youth and their families through weekly emails, the church bulletin, Seton Notes, and social media, as appropriate.
- Publicizes youth events.
- Participates in the parish formation registration process and maintains accurate attendance and sacramental records on youth with administrative assistance.
- Seeks out and participates in professional development, including diocesan and deanery ministry meetings, workshops, seminars, and courses, as appropriate.
- Serves as a subject matter expert and resource for clergy, staff, parishioners, and regional colleagues on salutary practices and trends in youth engagement, formation, and evangelization.
- Collaborates with other parishes and dioceses to leverage effective ideas for addressing the needs of youth. Represents the parish at deanery, diocesan, regional, and national meetings, retreats, and events.

- Facilitates scheduled meetings to advance the parish mission and youth ministries.
- Ensures compliance with Diocesan Protocol Training, Policy, and Procedures for catechists and volunteers.
- Collaborates with the Director of Evangelization to create and maintain an annual budget.
- Performs auxiliary duties as requested by the Missionary Pastor and the Director of Evangelization; responsibilities may change as the parish continually develops, grows, adjusts its strategic anchors, and adapts to serve our parishioners and community.

Required Education and Experience

- Knowledge of Catholic Faith and Doctrine, Sacred Scripture, and Catholic cultural heritage.
- Love for Jesus Christ and the Catholic Church; practice of the Roman Catholic Faith.
- Bachelor's degree required; master's degree preferred.
- Course work in Catholic theology, religious education, and/or youth ministry.
- Two years of successful experience working with middle or high school youth.

Required Skills and Qualifications

- Modeling evangelistic discipleship
- Modeling life-long learning and a growth mindset
- Modeling servant leadership
- Program development and implementation
- Curriculum development, lesson planning, implementation, and evaluation
- Teaching, training, and mentoring youth and adults
- Effective written and verbal communication, including facilitation of sensitive and challenging conversations
- Organizational skills, including the ability to manage multiple projects simultaneously
- Goal setting and evaluation
- Collaboration
- Creativity and innovation
- Flexibility
- Easily says, "Thank you for...", "I'm sorry for...", "I disagree because...", "How can I help with...?", "May I ask for your help with...?", and "Is it possible that...?"
- A passion for excellence
- Proficiency in utilizing Microsoft Office and social media; databases utilization skills preferred, but not required.

General Expectations

In addition to the expectations outlined above, all parish staff are expected to adhere to diocesan and parish policies and procedures, maintain confidentiality in all parish matters, collaborate as a team, maintain a productive workload/schedule, dress and represent the parish in a professional manner, participate in staff meetings, and develop and maintain effective, compassionate, and professional relationships with parishioners, clergy, staff, and our parish community.

Schedule and Compensation

To serve our youth and families, this position requires a flexible work schedule, which primarily includes working evenings and weekends, working some Holy Days, and occasional travel and overnight commitments. Compensation is commensurate with education and experience.

Application

Applicants may submit a cover letter and resume to Father Brian Doerr at fr.doerr@setoncarmel.org