



POSITION TITLE : Religious Formation Middle School and High School Assistant
DEADLINE TO APPLY : December 6, 2025

IDENTIFYING INFORMATION:

Schedule	:	Part time – (10 hours per week)
Status	:	Non-exempt
Report to	:	Pastor
Salary	:	\$16.00- 18.00 an hour

ABOUT US

Christ the King is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

BENEFITS AND PERKS

We offer a salary range of \$16.00- \$18.00 an hour. We Value your work and life balance offering Paid Holidays, and an annual Christmas Holiday Closure, 403B retirement and match, and Life/AD&D Insurance.

POSITION SUMMARY

The Religious Formation Middle School and High School Assistant is responsible for helping the Religious Formation Middle and High School Coordinator by supporting faith formation and spiritual development of the Religious Formation Middle School and High School program. This role involves assisting in developing and implementing religious education programs for middle school and high school students, focusing on faith formation, spiritual guidance, and sacramental preparation.

ESSENTIAL DUTIES

- Assist with the Middle and High School Religious Formation Program (grades 6–12)
- Assist in implementing catechetical formation using approved curriculum and guest speakers
- Assist with maintaining the calendar of all youth ministry sessions and activities
- Help with organizing community-building events, service projects, and works of mercy
- Assist with planning and leading youth retreats. Our goal is two retreats per year.
- Help oversee the Confirmation Program in alignment with Diocesan guidelines
- Help recruit, train, and mentor catechists and small group leaders.
- Assist with mentorship and leadership opportunities for engaged high school youth
- Advocate for youth involvement in all aspects of parish life.
- Communicate youth needs and ideas to parish staff
- Actively participate in parish staff meetings and parish life
- Represent Christ the King at Pueblo Deanery Youth Forum meetings

ADMINISTRATIVE DUTIES

- Maintain all required office, legal, and sacramental records
- Manage the youth ministry budget
- Create and update monthly and annual calendars
- Provide regular communication with families and teens (via email, Flocknote, or both)

QUALIFICATIONS

Education and Experience:

- Experience working with youth.
- Certificate in youth ministry preferred or working towards certificate in youth ministry.
- Willingness to attend opportunities for continuing education or youth ministry certification if available

KNOWLEDGE SKILLS AND ABILITIES DEMONSTRATING APPLICATION OF THE FOLLOWING:

- Exhibits good listening and comprehension; ability to effectively present information and respond to questions.
- Keeps others adequately informed; selects and uses appropriate communication methods; listens and gets clarification.
- Excellent interpersonal, oral and written communication skills, projecting a professional, sincere and friendly manner.
- High level of accuracy and attention to detail.
- Problem solving, discretion and interpersonal skills needed.
- Ability to function effectively and efficiently in an active environment under flexible and changing conditions.
- Organization, time management and ability to manage tasks effectively.

Work Environment:

- While performing the duties of this job, the work is performed both indoors and outdoors, under continually tight deadlines.

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Physical Demands:

- While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, and perform repetitive motions of the hands/wrists and feet. Lifts and moves items up to 50 pounds.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the church.
- Must be able to pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License and automobile insurance.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the Mission of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. It is expected that all employees respect the Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided. Some positions will require that the incumbent be an active Roman catholic in good standing with the Church.

Thank you for your interest in career opportunities with
CHRIST THE KING CATHOLIC PARISH
in Pueblo, Colorado.

To apply for this position, please send your resume and application to:
CHRIST THE KING CATHOLIC PARISH, 1708 Horseshoe Drive, Pueblo, Colorado 81001
Attention: Fr. Zaldy B. Norba, SSS or email to znorba@ctkpeueblo.org

Pastor Signature: _____

Date: _____

Employee Signature: _____

Date: _____