



St. Mary's Catholic Church and School Position Description

POSITION TITLE: Coordinator of Youth and Young Adult Evangelization
REPORTS TO: Pastor
EFFECTIVE DATE: August, 2018
CLASSIFICATION: Ministerial

POSITION SUMMARY

Works under the supervision of the Pastor and in collaboration with the Evangelization Coordinator. Collaborates with church and school staff in advancing the Pastoral Vision of "One Church: encountering Jesus, equipping disciples, and living mercy." Two top priorities are: 1) to recruit, facilitate training for, and the mentoring of adult leaders for youth ministry. 2) Work with staff and volunteers to move toward an evangelistic and discipleship model of young adult ministry.

The focus will not be on running programs, but instead on facilitating the equipping of volunteers to lead people and programs that strategically advance the Pastoral Vision.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Communicate and promote the Pastoral Vision to volunteer leaders to facilitate understanding of the vision and the priority of evangelization.
- Work closely with and learn from the Archdiocese of Omaha Office of Evangelization and Catechesis to prioritize and develop initiatives that implement the New Evangelization strategies.
- Maintain a vested interest in St. Mary's parish life.
- Help guide and organize registration, preparation, small group leaders, and other volunteers, for an annual Steubenville Youth Conference, Mission Trip, 7th and 8th grade Confirmation retreats (7th and 8th grade retreats are in collaboration with the DRE), and high school retreat.
- Facilitate training for and oversee teams of volunteer leaders for evangelization programs and discipleship groups. Two teams: one for the High School Ministry and one for the Young Adult Ministry.
- Initiate quarterly meetings with individual leaders for the purpose of building a faith-based relationship with them on an individual level.
- With the assistance and guidance of the Director of Evangelization and Discipleship, and the Archdiocesan Office of Evangelization and Catechesis, facilitate ongoing spiritual mentoring for the volunteer leaders.
- Connect volunteer leaders with opportunities for ongoing formation and development that further the Pastoral Vision, supplement the Archdiocesan formation program, and meet the leaders' needs.
- Work with other staff members to help envision and implement unified approaches to youth and young adult evangelization, discipleship, and catechesis.
- Continually seek and grow in knowledge of evangelization issues, as well as Catholic moral and social teaching.
- Oversee various administrative duties including, but not limited to: making and keeping a budget, youth/family/young adult rosters, room reservations, maintaining Safe Environment Certification standards, event registration/liability forms.

KNOWLEDGE, SKILLS, AND ABILITIES

- Has a passion for both youth and adult evangelization, helping others to know, love, and serve God.
- Has (and continues to develop) a strong prayer life and relationship with the Lord Jesus.
- Desires to grow in knowledge and prioritization of the initial proclamation, catechesis, and discipleship, applying distinctions to address specific needs of individuals and groups within youth ministry.
- Demonstrates leadership skills with the ability to inspire others to carry out the mission and ministry of evangelization in a pastoral manner.
- Ability to adapt and apply knowledge and skills to a variety of parish situations that may occur.
- Demonstrated organizational skills, capable of overseeing multiple programs and prioritizing activity.
- Strong communication skills.
- Sets an example of integrity, accountability, productivity, and teamwork.
- Availability as needed for evenings, weekends, and occasional extended periods.
- Ability to pass a background check and Safe Environment training

SUCCESS FACTORS

- Youth and young adult programs and events are implemented and evaluated through a paradigm of evangelization and discipleship.
- A culture of encounter is established at the Parish as high school youth, their parents, and young adults, are provided with multiple opportunities to encounter Jesus and grow in prayer.
- We continue to work towards the goal of a program of accompaniment where, no matter where an individual is on the journey to encounter, know, and proclaim Jesus, they are not making that journey in isolation.
- Young people are becoming authentic disciples of Christ, learning to effectively evangelize and reach out to others.

EDUCATION AND EXPERIENCE

- Active, practicing Roman Catholic in full communion with the Catholic Church, with a demonstrated commitment to the mission of the Church and full assent to all magisterial teaching.
- Training and education in theology, ministry or a related field.
- Volunteer or staff experience in a leadership position(s) at a parish or approved Catholic apostolate.