



THE DIOCESE OF HOUMA THIBODAUX

POST OFFICE BOX 505 • 2779 HIGHWAY 311 • SCHRIEVER, LA 70395 • www.htdiocese.org

POSITION TITLE: **COORDINATOR OF YOUTH FORMATION**

POSITION SUMMARY: The Coordinator of Youth Formation administers and implements a total parish youth formation program that builds a solid foundation to support Christian living, ministry and outreach in teens.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- I. Implement catechetical programs which support the formation of missionary disciples in accordance with the diocesan vision of youth formation, parish needs and culture, and parish mission and vision.
 - I.1. Current vision of youth formation includes:
 - High School (9th -12th grade) and Middle School (6th-8th grade) formation programs
 - Small groups & Large group parish-based event rotation
 - Elementary School (1st -5th grade) formation program
 - To be discerned and detailed
 - Vacation Bible Camp
 - I.2. Conducts periodic parish assessment of needs in area of formation
 - I.3. Integrates diocesan curriculum, current ecclesial insights, and church documents into program planning in consultation with parish liaison
 - I.4. Works in collaboration with Pastor to develop goals, objectives and strategies for the youth formation program
 - I.5. Aligns youth formation program with the vision/mission for the parish formation program in accordance with diocesan guidelines
 - I.6. Pursues further personal education and professional development in the Catechism/ Theology
 - I.7. Coordinates logistical details for all formation related events
- II. Assist Pastor with implementation of a coordinated approach toward parish-based youth formation in conjunction with the diocesan standards, i.e., forming missionary disciples according to the Formation Life Cycle through youth formation initiatives for all grade levels (1st-12th grades).
 - II.1. Plans the implementation and continued assessment of the diocesan youth formation plan
 - II.2. Recruits/hires, trains, supervises and evaluates small group leaders, mentors, and other adults
 - II.3. Provides initial and ongoing formation opportunities for the adult volunteers involved with youth formation
 - II.4. Maintains relationship with Pastor, other parish staff members, pastoral/finance council members, parish formation staff and Diocesan Office of Youth Formation office
- III. Directs the implementation and on-going management of the youth formation programs
 - III.1. Identifies and enables leadership within the community to take responsibility for program components (small groups, large group events, etc.)
 - III.2. Adjusts program components (space, time, materials, human and physical resources) as needed.
 - III.3. Works in collaboration with Parish Bookkeeper to create and monitor a budget (income/revenue allocation) for the operation of programs.
 - III.4. Coordinates liturgical/sacramental functions and varied prayer experiences with the Pastor
 - III.5. Communicates with participants, parents, parish-at-large to keep them informed of youth formation efforts.
 - III.6. Works closely with Safe Environment Coordinator to follow all guidelines under Safe Environment program including training of students
- IV. Promotes and coordinates attendance for outside ministry opportunities for the youth of the parish

- IV.1. Works closely with Safe Environment Coordinator to follow all guidelines under Safe Environment program including training of students
- IV.2. Discerns new opportunities (conferences, retreats, camps, etc) to promote growth as missionary disciples for youth
- IV.3. Assists in dissemination of information pertinent to events, especially those hosted by the Office of Youth Formation
- IV.4. Coordinates fundraising efforts for the program when necessary.
- IV.5. Assists in collecting registration forms/payments, organizing transportation, etc. for participants to attend events

- V. Evaluates the youth formation programs of the total parish in relation to the goals, objectives and strategies.
 - V.1. Conducts program evaluation at all levels.
 - V.2. Collates evaluation information and gives feedback to Pastor, and appropriate groups.
 - V.3. Assists Pastor to adjust religious education programs as necessary in consultation with the diocesan liaison
 - V.4. Meets with coordinators of programs to elicit further information regarding evaluation and future planning.

OTHER OR SHARED RESPONSIBILITIES

THIS POSITION SUPERVISES:

All volunteers for religious education programs

1. Youth Mentors
2. Adult Volunteers
3. Confirmation Sponsors

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

The individual must be a Catholic in good standing with the Catholic Church. They must be able to live by the diocesan lifestyle for employees and striving to live as a missionary disciple themselves.

EDUCATION AND/OR EXPERIENCE:

Must have a masters catechist or equivalent youth ministry certification or working towards it, a Master's degree or its equivalent in Religious Education is preferred.

LANGUAGE SKILLS:

Ability to effectively present information to and train staff and volunteers, youth and parents both verbally and in writing.

COMPUTATIONAL SKILLS:

Ability to set a budget with the Pastor and maintain expenses throughout the fiscal year.

REASONING ABILITY:

Ability to solve practical problems and deal with conflicts among staff and parents/children.

TECHNICAL SKILLS:

Proficiency in word processing and database software programs, specifically, Microsoft Word, Excel, and Access.

CERTIFICATES, LICENSES, REGISTRATIONS:

Maintain all Diocesan requirements for continuing education for certification
Safe Environment Training

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms and must occasionally lift and carry books/packets up to 25lbs.

PHYSICAL ENVIRONMENT:

[Work space as determined by parish facilities]

WORKING CONDITIONS:

The employee must be able to work cooperatively with other members of the staff and with clients and be able to multi-task and be a self-starter.

This job description is a summary of the essential duties and responsibilities of the position.

It is not intended to be a comprehensive listing of all duties and responsibilities.

This job description is subject to change at management's discretion.