

Date: July 16, 2021

Reports to: Pastor

Position: Coordinator of Youth Minister

Deadline: Until filled

Status: Full Time (35 hrs./week)

Practicing Catholic: Required

Position Overview: The Youth Ministry Coordinator designs, develops, and directs a parish program for students in grades 8-12 and provides leadership to assist the parish community in building a solid foundation of catechetical and formational ministry and outreach. This program's goals are to empower the young people of the parish to live as disciples, draw members into greater participation in the life, mission, and work of the parish and greater Church, and foster the spiritual growth of the members of the youth ministry program.

Qualifications:

- Roman Catholic in good standing in the Church
- Fully compliant with Diocesan policies and safe environment requirements
- Prior youth ministry experience
- Must be at least 21 years of age and in good emotional health
- B.A. in theology, youth ministry, religious education, or related field preferred

Job Responsibilities:

High School Program

- Coordinates a core group of adults and youth to create a catechetical and formational program.
- Works with Core team of adults to develop intentional disciples who can also then form disciples.
- Provides catechesis in youth gatherings and other opportunities.
- Develops relationships with parents that are conducive to open communication between parents and youth.
- Plans, schedules, and leads an annual retreat for teens focusing on some area of spiritual growth.
- Provides programs for social outreach and service, directly involving parish teens; provides pastoral reflection on their experiences prior to, during, and after experience.
- Arranges seasonal or occasional small group Bible study or reflection groups.
- Coordinates students to attend diocesan and national events or conferences (NCYC, March for Life, Steubenville Youth Conference)
- Provides pastoral guidance to teens and parents on individual basis, providing professional referrals to teens and parents when needed.
- Collaborates with parish religious education and other offices.
- Additional responsibilities at directions of Pastor.

Campus Ministry (Along with another co-campus minister)

- Fosters Christian discipleship community through weekly Food and Faith program.
- Attends weekly Chaplain's table luncheon on campus.
- Develops relationships with university students as mentor and spiritual role model.
- Helps students get to Mass and encourage them to meet Sunday obligation.
- Schedules, plans, and leads annual retreat for students
- Participates in fall and spring involvement fair
- Empowers and equips university students to be leaders in their faith and to lead small group activities

Education/Experience

- Roman Catholic in good standing in the Church
- Fully compliant with Diocesan policies and safe environment requirements
- Must be 21 years of age to be in chaperone compliance with safe environment policies of the Diocese.
- B.A. in theology, youth ministry, religious education, or related field preferred
- Appropriate and adequate knowledge of Church Teachings.
- Experience in building community and intentionally investing in individuals preferred.

Job Related Skills for the Position:

- Strong relational skills. Communicate effectively both in written format and oral presentation.
- Demonstrate human relationship skills when dealing with co-workers, those we serve, vendors and the general public.
- Strong public speaking and teaching skills.
- Working knowledge of computer (primarily Microsoft Office & Google Programs).
- Adept at using social media.
- Self-motivated to complete the responsibilities of the job with minimum supervision.
- The ability to exercise discreet judgment in maintaining all information highly confidential.

Compensation is commensurate with candidate's education and experience. Full-time benefits are according to Diocesan policy. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" program.

Please send resume with references to the parish office:

The Church of St. Edward the Confessor
785 Newark-Granville Rd
Granville, Ohio 43023-1450

Or e-mail to church@saintedwards.org

Subject Line: Youth Ministry Job Application

Review of applicants will begin immediately and continue until the position is filled.