

St. Mary's Cathedral  
Cheyenne, WY

Director of Youth, Young Adult and Confirmation Ministries

The primary responsibility of the Director for Youth, Young Adult and Confirmation Ministries is to empower young people to live as disciples of Jesus Christ in our world today and to draw young people to participation in the life, mission and work of the Catholic faith community. Fostering the total personal and spiritual growth of each young person is of primary importance. The Director of Youth, Young Adult and Confirmation Ministries provides vision and coordination for the parish's efforts in ministry to young people from 6th through 12th grades and young adults after high school.

**DUTIES AND RESPONSIBILITIES**

1. As the face of Christ to those served and to co-workers, pray regularly to the Holy Spirit for the gifts of wisdom, understanding, counsel, knowledge, fortitude, piety, and fear of the Lord (wonder).
2. Exhibit love as defined in 1 Corinthians 13: 4-13 with patience, kindness, generosity, humility, tolerance, respect, selflessness, hope and rejoicing in truth.
3. Develop and maintain a comprehensive two-year Confirmation preparation program for youth that starts in 7<sup>th</sup> grade and culminates in 8<sup>th</sup> grade that meets Diocesan Requirements.
4. Collaborate planning and execution of Confirmation Prayer nights with other Cheyenne Parishes.
5. Recruit and train Confirmation teachers, Youth Core Team Members and Volunteers.
6. Communicate and coordinate programs to/with parish and parents through bulletin, emails, Facebook, Cathedral Website, and other means of communication.
7. Update Facebook and Social media as well as assist with Cathedral Website.
8. Ensure parents know when and how to enroll children in Confirmation and Youth Programs.
9. Maintain Headmaster system for tracking student enrollment, attendance, payments, scheduling, and mass communication.
10. Organize, plan, and implement adult education for parents/sponsors of Confirmation Students.
11. Schedule teachers and volunteers for classes, trips, and other events.
12. Provide baptismal information to Sacrament Preparation Office to facilitate the procurement of Baptismal Certificates and other documentation necessary for Confirmation students.
13. Schedule, plan, and promote two weekly youth nights for grades 8-12 though school year.
14. Plan, coordinate, and chaperone trips for recreation that also will help youth encounter Christ and develop their relationship with Christ. Coordinate with other parishes and the Diocese when appropriate.
15. Provide youth with opportunities to fundraise for retreats, conferences, and pilgrimages.
16. Coordinate service projects for youth and confirmation students.
17. Plan and execute summer activities for youth.
18. Be available to youth as a mentor and direct them to resources as needed.
19. Co-Organizer for monthly Family Sunday Supper during school year.
20. Order or purchase textbooks and other material for programs.
21. Budget annually for Youth Ministry, Confirmation, and Young Adult programs and submit records of purchases.

22. Coordinate online Parish Resources.
23. Coordinate events and formation opportunities for young adults.
24. Attend continuing education and stay abreast with the latest information on Youth Ministry.
25. Other duties as assigned.

#### MINIMUM REQUIREMENTS

- Bachelor's Degree
- 4 years of relevant experience working directly with teens and young adults or
- The equivalent combination of education and experience

#### REQUIRED CERTIFICATIONS, SKILLS AND ABILITIES

- Must have a current driver's license valid in the State of Wyoming
- Must have or be able to pass Safe Environment Training background check through Catholic Mutual
- Practicing member of the Roman Catholic faith
- Education and/or experience in applicable field
- Proficiency in liturgical principles and Catechism of the Roman Catholic Church
- Proficiency with a variety of software programs related to church operations including word processing, databases, calendaring/scheduling, and Internet
- Proficiency in social media and other methods of communication used by teens and young adults
- Exhibits good communication and organizational skills
- Ability to work as part of a team and develop teams
- Ability to work with limited supervision, with an aptitude for collaboration and organization
- Ability to supervise, coach, train and lead other workers in a volunteer environment

#### REPORTING RELATIONSHIPS

- Reports to: Pastor & Leadership Committee.
- Supervises: Volunteers who participate in youth ministry
- Collaborates with: Religious Education Director, St. Mary's School Principal or groups gathered by the Pastor to facilitate consistency and teamwork in religious education

#### SALARY & BENEFITS

- Salary commensurate with experience. Salary range \$28,000.00 to \$30,000.00, plus benefits. This is a full time (30 hr./week) position.

#### PHYSICAL EFFORT AND WORKING ENVIRONMENT

Ability to lift and/or carry items up to 30 pounds

DATE LAST REVISED: August 11, 2020