

PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION
Coordinator of Alpha & Young Adults

I. IDENTIFYING INFORMATION

Position Title: Coordinator of Alpha & Young Adults
Status: 40 hours – Full-Time
Reports to: Managing Director of Evangelization

II. PRIMARY FUNCTION OF THIS POSITION

The Coordinator of Alpha & Young Adults (AYA) reports to the Managing Director of Evangelization (DE) and is a key member of the Evangelization Team. The AYA is a person who is passionate about introducing people to the love of Jesus through radical hospitality, and accompanying individuals along their journey of discipleship, ultimately helping people become missionary disciples. The AYA can engage individuals directly, as well as coordinate, train, and lead groups of volunteers in the work of evangelizing at the earliest stages of the discipleship pathway. The AYA will also set out to create and implement a strategic plan to engage young adults, and provide opportunities for them to grow in faith with one another.

The AYA should have a strong working knowledge of Alpha and its charisms. This person should be a team player, who understands ministry in a large church context, a self-starter, reliable, detail-oriented, and driven who is excited to join a growing Catholic community with a vibrant culture. The role will require a firm understanding of our parish mission, vision, and adult discipleship pathway; and will require frequent collaboration with the Coordinator of Marriage Enrichment.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Has direct responsibility for the running of Alpha 2-3 times/year. This includes:
 - a. Recruiting and training team members, organizing hospitality ministry, and collaborating with the intercessory prayer and healing ministries.
 - b. Promoting and marketing Alpha both within and outside of the Our Lady of Light community.
 - c. Ordering materials and being prepared for each season and session of Alpha.
 - d. Preparing for and running the Alpha Weekend, in collaboration with other members of the Adult Evangelization Team (as needed).
2. Works collaboratively with the DE in providing next step opportunities after Alpha, as well as creating “on-ramps” for people to attend Alpha.
3. Works collaboratively with the youth team in engaging parents of Confirmation Candidates (going through Alpha Youth) to attend and participate in Alpha; and supports the Coordinator of Marriage Enrichment as needed in the hosting of Alpha Marriage 1-2x/year.

4. Has direct responsibility for launching and growing the Young Adult Ministry at Our Lady of Light. Meeting with young adults in the family of parishes, discerning what is needed in this season of accompanying young adults, marketing events, and seeing events through.
5. Event Support: Able to help the DE behind the scenes and ahead of parish and evangelization events as needed. This includes events such as Leader Huddles, Evangelization Summit, Parish Picnic, Women's Ministry, etc.
6. Budget & Logistics: Working with the DE, creating the annual budget for each program.
7. Strategic Initiatives: Support the Director in developing new programs, outreach initiatives, and strategies to advance the evangelization mission of the organization.

IV. QUALIFICATIONS

- Dynamic, passionate Catholic who has encountered Jesus in a personal way and is living out a life of discipleship and active practice of their faith.
- Must accept all the teachings of the Catholic Church on faith and morals.
- A commitment to Our Lady of Light's vision, mission, and values.
- Must be committed to ongoing personal growth as a disciple and ongoing professional development.
- Preferred, but not required: participant in Our Lady of Light family of parishes culture and parish to include worshipping, participating in communal life, serving, and giving.
- Strong organizational, multi-tasking, and communication skills. Adaptable, takes initiative, strategic thinker, and team player.
- Experience in leading Alpha before. Able to project management and administrative support.
- Familiarity with the organization's faith-based context and a willingness to adhere to its policies.
- Ability to work collaboratively with staff, volunteers, and community members.

EDUCATION, TRAINING AND/OR EXPERIENCE

- Demonstrated experience training others in ministry activity.
- Experience in leading Alpha.
- Bachelor's Degree in pastoral ministry, theology or related field is preferred or 5+ years of experience.

V. WORKING ENVIRONMENT

This position may include occasional evening and/or weekend hours. Regular weekly hours will be required to support the parish office.

VI. Acknowledgement

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date