



JOB DESCRIPTION

St. Gregory the Great Family

Position Title	Coordinator of Youth Evangelization
Location	St. Gregory the Great Family of Parishes
Reports to	Director of Evangelization
Status	Full Time (40 hours), Exempt, 12 Months

POSITION SUMMARY:

The Coordinator of Youth Evangelization reports to the Director of Evangelization and is a key member of the Evangelization Team. The coordinator is responsible for all efforts of accompanying youth (and their families) through the Process of Evangelization and Discipleship so that youth encounter Christ, are known, seen, loved, and become missionary disciples.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Create, implement, and annually evaluate a comprehensive approach to evangelization for youth, taking into consideration the role of the family and preparation for the Sacrament of Confirmation.
 - a. Articulate and implement a clear vision and mission for youth evangelization to parents, youth, staff, and parishioners.
 - b. Maintain good communication with families and youth about gatherings and expectations, offering transparency and support.
 - c. Develop strategies and opportunities to connect with, support, and evangelize the parents, as well as the youth of our Family of Parishes.
 - d. Serves as campus ministry presence in the school communities and develops strategies and opportunities to connect with, support, and evangelize the school communities.
 - e. Serves as a ministry presence/liaison with the athletic boosters and other structured youth activities/ministries to help facilitate collaboration with the overall mission of the parish family.
 - f. Offer a variety of programming, events, gatherings, and opportunities to meet the varying needs of young people.

- i. This may include small group meetings, retreats, conferences, camps, mission trips, and the like.
 - ii. Emphasis on accompaniment and includes going where youth are (i.e., sporting events, school activities, service programs, etc.), always in compliance with the child protection decree.
2. Oversee and implement the sacramental preparation for Confirmation and ensure it connects with the broader vision of youth evangelization at the Family of Parishes, including coordination with school and other Evangelization Team members.
3. Recruit, equip, and accompany a team of adult evangelists (Core Team) to help with efforts in youth evangelization:
 - a. Practically equip adults for serving in youth evangelization (i.e., schedule, resources, training in methodology).
 - b. Schedule regular gatherings for the Youth Evangelization Team (Core Team).
4. Collaborate with the Evangelization Team to implement a comprehensive Evangelization Plan.
5. Recruit and form high school leaders as a team of missionary disciples capable of assisting with ministry activities.

OTHER OR SHARED RESPONSIBILITIES:

1. Collaborate with other Staff in planning common projects.
2. Must participate in continuing education and formation in catechesis, theology, spirituality, and methodology.
3. Stay connected to and collaborate with the ministers of the surrounding Families of Parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training.
4. Must be able to mentor and accompany youth at different stages of the evangelization process.
5. Execute other duties as assigned by the Pastor and Director of Evangelization.

POSITION SPECIFICATIONS/REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, or physical demands required. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.

1. Prefer a bachelor's degree in pastoral ministry, religious studies, theology, religious education, or related field, or commensurate ministry experience.
2. Knowledge of Catholic teachings, catechesis, and documents on Youth Ministry.
3. Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments, and able to speak of one's relationship with Jesus.

4. Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology.
5. Must have experience mentoring and accompanying youth at different stages of the discipleship path.
6. Must be able to pray in front of and with others, to lead and participate in spontaneous prayer.
7. Must be able to effectively communicate with a wide variety of people.
8. Language Skills: Strong verbal and written communication skills in English; proficiency in composing reports, correspondences, and letters and in publishing e-newsletters and flyers in English; ability to develop and facilitate youth programs; ability to read and understand Church documents and guidelines; ability to communicate with and work with other Staff and volunteer members of St. Gregory the Great. *Similar skills in Spanish are a plus.*
9. Reasoning Ability: Ability to solve problems, make sound decisions, and deal with a variety of concrete variables.
10. Computational Skills:
 - a. Ability to read, prepare, and report expenses for major events and programs.
 - b. Ability to manage enrollment, attendance, and track various requirements for activities of families participating in the Youth ministry programs.
 - c. Proficiency in Word, Excel, Outlook, and PC use and management.
Proficiency in Airtable, Constant Contact, Publisher, and Canva is a plus.
11. Physical Demands: While performing the duties of this job, the employee must be able to transport materials and equipment (up to 30 pounds) to and from various locations. The employee is regularly required to stand for extended periods, use hands in repetitive motion tasks, handle objects, talk to both small and large groups, and hear in both small and large group settings. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus.
12. Physical Environment: The employee will have office space available, but most work will be “out and about” on all three campuses and beyond. The employee will also work at off-site locations for various ministry events, like retreat centers, supervising and directing those events.

Additional Requirements

1. Must pass a background, criminal, and reference check.
2. All employees of St. Gregory the Great must be SafeParish trained and be current on their quarterly bulletins.
3. Must be able to pass a drug test.
4. Must have a valid driver’s license, required insurance coverage, and be willing to periodically use one’s automobile for local travel.

Working Environment

1. Frequent weekend and evening work hours are required.
2. Employees of St. Gregory the Great Family will know the Catholic faith, have a willingness to work for a Catholic, faith-based agency, and adhere to the policies of the Catholic Church.
3. Employees will not publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. The requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

PLEASE SEND A COVER LETTER AND RESUME TO:

Jay Mather
Director of Evangelization
St. Gregory the Great Family of Parishes
Guardian Angels/Immaculate Heart of Mary/St. John Fisher
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