

JOB DESCRIPTION – COORDINATOR FOR YOUTH AND YOUNG ADULT EVANGELIZATION ST. CARLO ACUTIS FAMILY OF PARISHES

I. Identifying Information

Position Title: Coordinator for Youth and Young Adult Evangelization
Status: Full-time, Exempt, 12 months
Reports to: Director of Evangelization

II. Overview of Position

The Coordinator of Youth and Young Adult Evangelization is a key member of the Evangelization team. The Coordinator will collaborate with a co-coordinator and other team members to oversee efforts to accompany youth in grades 7 through 12 (and their families) as well as unmarried young adults (ages 18-40) through a process of discipleship, so that youth and young adults encounter Jesus and become missionary disciples.

We are looking for a joyful, Spirit-filled Catholic leader who is committed to forming missionary disciples and helping young people encounter the person of Jesus Christ. The ideal candidate combines a passion for evangelization with a gift for building relationships, creating engaging ministry experiences, and fostering a culture of discipleship. They will be comfortable leading large gatherings, facilitating small groups, and investing one-on-one in the lives of students. Rooted in prayer, the sacraments, and the teachings of the Church, they will accompany young people toward deeper conversion, intentional discipleship, and active participation in the Church's mission to make disciples of all nations.

St. Carlo Acutis Family of Parishes unites the communities of St. John the Evangelist in West Chester, St. Michael in Sharonville, and St. Gabriel in Glendale, Ohio. Together, we serve nearly 4,000 families and share a common mission: to lead people into a deeper relationship with Jesus Christ and His Church. Inspired by the call of the New Evangelization, we are building a culture of discipleship by creating clear pathways for spiritual growth, fostering authentic community, and equipping missionary disciples to bring the hope of the Gospel to the world.

III. Job Responsibilities

- Create and implement a comprehensive approach to evangelization for youth, taking into consideration the role of the family and preparation for the sacrament of Confirmation
 - Articulate a clear vision/mission for youth evangelization to parents, youth, staff, and parishioners
 - Maintain good communication with youth and their families about gatherings and expectations, offering transparency and support
 - Develop strategies and opportunities to connect with, support, and evangelize the youth, as well as their parents of our Family of Parishes.
 - Serves as campus ministry presence in the school communities and develops strategies and opportunities to connect with, support, and evangelize the school communities. This

will include both Catholic, public and other private schools that serve youth from our Family of Parishes.

- Provide a variety of evangelization initiatives to meet the varying needs of youth at different stages along the path of discipleship (for example: small groups, social gatherings, bible studies, kerygmatic retreats, devotional prayer experiences, Holy Hours, celebrations of feast days, opportunities to evangelize, etc.)
- Emphasis on accompaniment, meeting in smaller groups of youth, and going where youth are (i.e. sport events, dance competitions, coffee shops), always in compliance with Safe Environment regulations
- Oversee and implement the sacramental preparation for Confirmation (for high school students) and Order of Christian Initiation for Children. The Coordinator will ensure that this preparation aligns with the broader vision for youth evangelization at the parish including coordination with schools and other team members
- Recruit, equip, and accompany a team of adult evangelists to help with efforts in youth evangelization. This includes:
 - Practically equipping adults for serving in youth evangelization (i.e. schedule, resources, training in catechesis and methodology)
 - Regularly gathering with the youth evangelization team to share life, pray, and provide formation for the mission of youth evangelization, through retreats, bi-weekly/monthly gatherings, trainings, and the like
- Work with the Evangelization Team to develop evangelization initiatives for young adults to move them into a variety of discipleship pathways (for example: small groups, social gatherings, bible studies, kerygmatic retreats, devotional prayer experiences, Holy Hours, celebrations of feast days, opportunities to evangelize, etc.)
- In collaboration with the pastor and other evangelization staff, plan an annual calendar of programming and formational opportunities
- Oversee the marketing and advertising of programs and events
- Conduct program evaluations and assessments to determine effectiveness of opportunities and refine efforts (including the evaluation of volunteers and direct reports)
- As part of a broader evangelization and formation team, the Coordinator will work closely with colleagues responsible for children's ministry and youth evangelization to ensure a unified vision and seamless progression of discipleship opportunities across every stage of a young person's faith journey from childhood through high school.
- Participate in continuing education and formation in catechesis, theology, spirituality, and methodology
- 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 (and other apostolates) for networking, fellowship, and training.
- Other duties as assigned by the Pastor or Director of Evangelization

IV. Candidate Expectations

- Must complete and maintain compliance with all Archdiocese of Cincinnati Safe Environment policies
- Must complete a background check
- Must have a valid driver's license, required insurance coverage, and be willing to periodically use one's automobile for local travel.

V. Education, Training, and Experience

- Strongly prefer a bachelor's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
- 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
- Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
- Must have experience mentoring and accompanying youth at different stages of the discipleship path
- Must be able to pray in front of and with others, to lead and participate in spontaneous prayer
- Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/mentoring situations and in large group settings
- 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. Carlo Acutis Family of Parishes. Similar skills in Spanish are a plus.
- Reasoning Ability: Ability to solve problems, make sound decisions, and deal with a variety of concrete variables.
- Computational Skills:
 - Ability to read, prepare, and report expenses for major events and programs.
 - Ability to manage enrollment, attendance, and track various requirements for activities of families participating in the Youth ministry programs.
 - Proficiency in Word, Excel, Outlook, and PC use and management.
- 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.
- Physical Environment: The employee will have office space available, but most work will be "out and about" on all three campuses and beyond. While the office and youth ministry room are on the campus of St. John Church, the employee will be expected to maintain some presence at and work from the other two campuses on a regular basis. The employee should also expect to spend a significant amount of time engaging with young people at off-campus locations around West Chester, Sharonville and Glendale. The employee will also work at off-site locations for various ministry events, like retreat centers, supervising and directing those events.

VI. Working Environment

This position requires frequent evening, weekend and off-site work.

Employees of St. Carlo Acutis Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor 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. This 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:

Don Musacchio

Director of Evangelization

St. Carlo Acutis Family of Parishes

St. John the Evangelist | St. Michael | St. Gabriel

evangelization@stcarlocincy.org