

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Associate Director for Youth Catechesis **EFFECTIVE DATE:** 7/2021

DEPARTMENT: Communication & Evangelization
(Center for the New Evangelization)

POSITION SUMMARY:

The Associate Director for Youth Catechesis advances the Archbishop's teaching ministry by working to integrate youth evangelizing catechesis in the context of the process of evangelization. The Associate Director reports to the Managing Director for Parish Evangelization and is an active member of a dynamic team that seeks to mentor and accompany parish evangelists across the Archdiocese of Cincinnati. The Associate Director will have a special focus on coordinating youth evangelization efforts in grades K-6 as part of an overall mission to renew youth evangelization in grades K-12. The Associate Director will also coordinate the ongoing implementation and evaluation of Catechist Certification with an emphasis on accompaniment and formation for mission.

The Associate Director collaborates closely and congenially with the entire staff of the Center for the New Evangelization (CNE) and the Department of Communication & Evangelization, as well as other archdiocesan offices. The Associate Director for Youth Catechesis must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith.
2. Master's degree in Catholic Theology, Catechetics or Pastoral Studies.
3. Must have at least 5 years' experience directing religious education programs in parish and school settings. An ability to clearly and pastorally articulate and convey the Church's teaching.
4. Experience with Catechesis of the Good Shepherd and an understanding of Theology of the Body is preferred.
5. Strong communication (written and verbal), organizational, interpersonal, and administrative skills are essential.
6. Team player; collaborative and enjoyable; pleasant and responsive; builds productive and mutually respectful relationships; creates trust.
7. Reliable; employs good judgment; meets deadlines; attends to duties as expected and communicates any barriers or difficulties as quickly as possible; must be able to manage multiple projects concurrently.

REPORTS TO: Managing Director for Parish Evangelization

DUTIES & RESPONSIBILITIES:

- 1.* Provide resources and training, especially for Theology of the Body, to youth evangelists in parishes and schools to fruitfully implement the archdiocesan Religion Graded Course of Study.
- 2.* Direct the evaluation and implementation of Catechetical Certification for Parish Evangelists.
- 3.* Act as a liaison with the Catholic Schools Office in the areas of certification, the Religion Graded Course of Study, and in the provision of training and resources for religious education.
- 4.* Recommend best evangelization and catechetical approaches and curriculum to pastors and youth evangelists, particularly for grades K-6.
- 5.* Direct the training and mentoring of youth evangelists in providing sacramental preparation, particularly first Reconciliation and first Communion, as situated in the process of evangelization.
- 6.* Coordinate the training and implementation of Catechesis of the Good Shepherd for parish religious education programs.
- 7.* Assist the CNE in mentoring, training, assisting, and supporting youth evangelists, particularly those serving K-6 in parish and school programs.
- 8.* Consult with pastors and catechetical leaders in parishes to create a comprehensive plan for youth formation.
- 9.* Assist in the planning and execution of CNE retreats, conferences, and training workshops.
- 10* Provide a mentorship program for new parish evangelists.
11. Primary point of oversight of the Project Coordinator for Totus Tuus.
12. Actively participate in the ongoing mission of the CNE. Participate in department and Pastoral Center priorities and activities, as well as perform any other tasks as assigned from time to time by the Managing Director for Parish Evangelization.

SUPERVISION RECEIVED: Works under the direction of the Managing Director for Parish Evangelization.

SUPERVISION EXERCISED: N/A.

*** DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:

Salary
260 days

7 hours per day
12 months

35 hours per week

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Central Offices of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. 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.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date