

**KETTERING CATHOLIC COMMUNITY**  
**COORDINATOR OF JUNIOR HIGH SCHOOL YOUTH MINISTRY**

**I. Identifying Information**

Position Title: Coordinator of Junior High School Youth Ministry (grades 6-8)

Status: Full-time, Exempt, 12 months

Reports to: Pastor, or Director of Evangelization

**II. Overview of Position**

The Coordinator of Junior High School Youth Ministry reports to the Director of Evangelization and is a key member of the Evangelization Team. The Coordinator has responsibility for all efforts of accompanying youth, grades 6-8, (and their families) through the Process of Evangelization and Discipleship, so that youth encounter Christ, are known, seen, and loved, and become missionary disciples.

**III. Job Responsibilities**

- Create and implement a comprehensive approach to Evangelization for Youth, taking into consideration the role of the family.
- Offer a variety of programming, events, gatherings, and opportunities to meet the varying needs of young adolescents, using the Archdiocesan Process of Evangelization and Discipleship and the USCCB's *Renewing the Vision* as guides.
- Assist with the Sacramental Preparation for Confirmation and help to ensure it connects into the broader vision of Youth Evangelization for the family of parishes.
- Recruit, equip, and accompany a team of adult evangelists to help with efforts in Youth Evangelization
  - Equip adults for serving in Youth Evangelization
  - Offer feedback and evaluation of volunteers
  - Regularly gather the Youth Evangelization team for prayer and formation
- Help build bridges for 8<sup>th</sup> graders to participate in high school youth ministry
- 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.
- Coordinate registration and collection of fees for programs.
- Collaborate with the Evangelization Team to implement a comprehensive evangelization plan for the Family of Parishes
- Other duties as assigned by the Pastor or Director of Evangelization

#### **IV. Candidate Expectations**

- Must complete and maintain SafeParish training and background check
- Must participate in continuing education and formation in catechesis, theology, spirituality, and methodology.
- Highly recommend staying connected to and collaborating with the ministers of the surrounding parishes, as well as utilizing opportunities offered by the Archdiocese of Cincinnati for networking, fellowship, and training
- Must be able to mentor and accompany youth at different stages of the evangelization process.
- Is able to articulate and implement a clear vision/mission for Youth Evangelization to parents, youth, staff, and parishioners
- Maintains good communication with the families and youth in the parish schools and religious education programs of the Kettering Catholic Community

#### **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 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 both the spoken and written word.

#### **VI. Working Environment**

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

This position requires a presence at all 3 parishes in the Kettering Catholic Community

This position requires close collaboration with other members of the Evangelization Team

## **VII. Acknowledgement**

Employees of The Kettering Catholic Community will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of The Kettering Catholic Community. 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.