

**Associate Director of Youth and Young Adult Discipleship  
and Coordinator of Love-in-action  
Saint Michael the Archangel Family of Parishes**

**I. IDENTIFYING INFORMATION**

**Position Title: Associate Director of Youth and Young Adult Discipleship and Coordinator of Love-in-action.**

Status: Full time, Exempt, 12 month

Reports to: Director of Evangelization and Christian Formation

Primary Location: Saint Luke Church

**II. PRIMARY FUNCTION OF THIS POSITION**

The Associate Director of Youth and Young Adult Discipleship and Coordinator of Love-in-action serves the parish by providing primary leadership, according to professional standards established by national and diocesan youth ministry, to design, plan and implement outreach to parish youth and young adults under the direction of the Pastor and Director of Evangelization. Additionally, the Coordinator of Love-in-action will develop and implement a comprehensive plan to live out the Greatest Commandment, to love God and love others.

**III. POSITION CONTENT**

**RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. As determined by the pastor and Director of Evangelization and Christian Formation, provides service by overseeing a process for the organization and implementation of youth and young adult discipleship.
  - Actively participates on the Evangelization and Christian Formation Team. Weekly prayer with the team. Monthly discernment and planning meeting with the team.
  - Recruits, trains, coordinates, empowers, and evaluates various peer (youth) and adult volunteers on an ongoing basis. Training can be in-house, local, and diocesan sponsored.
  - Monthly youth and young adult committee meetings.
  - 8-10 Love-in-action monthly meetings for the Family of Parishes.
  - Serves as the liaison between all groups which have Love-in-action as their primary purpose. Examples include: Respect Life, Social Action, Saint Vincent DePaul, and other organizations listed on the organizational chart.

- Seeks the support, involvement, and endorsement of parish adults, especially parents, parish organizations and parish staff, such as school and religious education staff members, to network resources and integrate services to meet the needs of youth and young adults.
  - Serves as staff advisor and support person for non-parish youth programming, such as scouting groups, that supports parish efforts and goals in youth development.
  - Develops and implements programming for middle and high school youth primarily, and secondarily for young adults - collegian aged, single and married **(18-26 age group)**.
    - Weekly middle and high school youth ministry gatherings on Sunday evenings from mid-August until the first weekend in June.
    - Middle School and High School retreat coordination, which includes forming and leading a team of high school youth and adults to plan and implement the retreats.
    - Summer activities: high school mission trip, Steubenville youth conference. Middle school week of faith and service camp (Cross Training), other summer discipleship opportunities.
    - National Catholic Youth Conference (NCYC), every two years in November.
    - Annual Lenten Mission team member.
    - Coordinate the work for donations fundraiser during the spring and fall each year.
    - Collaborate with the local middle schools and high schools, Catholic and Public.
    - Coordinate and support weekly young adult meetings.
    - Plan and implement a young adult retreat and young adult mission trip.
  - Develops and implements a comprehensive plan to live out the Greatest Commandment, to love God and love others with youth and adults.
    - Coordinate an annual adult mission trip.
    - Monthly service opportunities
2. Provides structure and opportunities for youth and young adults to participate in the ongoing life and ministries of the parish.
- Regularly introduces and explores opportunities for religious faith formation, catechesis and a maturing understanding of Christian discipleship and a personal faith.

- Supports the integration of youth and young adults into the pastoral care activities of the parish, and community building in worship and service.
  - Participates in parish organizations including regular pastoral staff, youth leadership groups, and ad hoc groups as requested to advocate and integrate youth and young adult ministry.
  - Energizes and promotes the development of healthy relationships - inner, reciprocal, and spiritual - through social and religious youth events, activities, rallies, retreats, media, music, etc. of particular interest to youth and young adults.
  - Provides for periodic evaluation of the quality of all youth and young adult ministry efforts.
3. Develops and manages a budget for youth and young adult ministries
- Accountable for expenditures
  - Responsible for the proper use, maintenance and updating of youth room property, equipment, and resources.
4. Collaborates with parishioners, parish groups, volunteers and parish staff to recruit, facilitate, schedule, and direct the training / formation and working of core groups of youth and young adult leaders to support youth and young adult ministry programming and activities.
- Defines the responsibilities and relationships of peer and adult leaders.
  - Coordinates participation in diocesan sponsored training events.
  - Supports and monitors the efforts of peer and adult leaders on an on-going basis.
  - Makes recommendation to improve youth and young adult participation in parish life experiences
5. Serves as staff liaison to community groups, other parish youth ministry programs, other Christian youth ministry groups, and diocesan level contact for the parish.

#### **IV. POSITION ASSUMPTIONS**

##### **A. QUALIFICATIONS**

- Must be a person of faith, a person of prayer, a person committed to a continuing spiritual formation and growth
- Must have a sense of church, and some knowledge of faith formation, scripture and theology
- Must have a pastoral and spiritual manner in dealing with people

and relating to youth

- Must have ability to present oneself in both a professional and pastoral manner (competent and compassionate) and to represent the pastor and/or parish appropriately.
- Must have facilitating, leadership and oral and written communication skills
- Must be self-motivated and capable of initiative
- Must be discreet, professional, empathic and able to maintain confidentiality in dealing with adults, and an appropriate confidentiality in dealing with youth
- Must have appropriate knowledge and working experience in the theory, principles and practices of youth ministry as outlined in church documents and diocesan certification.

## **B. SKILLS, KNOWLEDGES AND/OR ABILITIES**

- Must have a degree of proficiency in maintaining office and program records.
- Must have a degree of proficiency in computer programs and use of office technologies and equipment.
- Must have a working knowledge and degree of proficiency in leading experiences of prayer, an appropriate self-knowledge and ability to share faith and culture with developing adolescents, and an ability for pastoral listening and crisis intervention and referral.
- Must have ability to work collaboratively with staff, parish adults, especially parents, and young adults; and the ability to lead, motivate and delegate, as appropriate, to youth.

## **C. EDUCATION, TRAINING AND/OR EXPERIENCE**

1. A college degree is desired in an appropriate field and / or five years or more in youth ministry or an equivalent experience with youth. Training and or experience in Catholic theology, religious education, Catholic Social Teaching, social services, and Theology of the Body.
2. Training and or experience with youth and young adult spirituality and personal development, culture, and sociology. Training in the theory and practice of youth ministry. Certified by the Archdiocese of Cincinnati's Office of Youth Ministry or its equivalent, or working toward certification.
3. Various volunteer involvements or staff experience with a Roman Catholic parish community.

## **V. WORKING ENVIRONMENT**

The position entails maintaining an office in which to work and which provides access to parishioners and parish organizations for communication and consultation. The position also entails maintaining a youth ministry room and space for various youth and young adults ministry efforts.

Regular weekend and evening work hours required, and overnight programs.

Salary is negotiable based upon qualification and experience.

Benefits are outlined in: 1) directives for Archdiocese of Cincinnati employees and by government program directives, and 2) directives for Saint Luke the Evangelist Parish employees. Variations to benefits in 1) and 2) include: parish reimbursement for one annual professional membership and two professional journals, and within budget limitations, parish reimbursement for one annual professional seminar.