

JOB DESCRIPTION – PASTORAL ASSOCIATE FOR YOUTH

Family of the Most Holy Eucharist
3450 Lumardo, Cincinnati, OH 45238

I. Identifying Information

Position Title: Pastoral Associate for Youth
Status: Full-time; Exempt
Reports To: Director of Stewardship & Evangelization

II. Primary Function of This Position

Pastoral Associate for Youth provides youth leadership and direction regarding parish and school youth engagement, formation and evangelization. Primary responsibilities will be to establish and implement youth ministry programs in all four schools as well as a unified program which will bring all youth together. This position also oversees the Parish Religious Education Program (PREP) including curriculum and catechist training and recruitment.

III. Position Content

1. Leadership and Administration

- Promotes and implements a comprehensive plan to evangelize our youth, both Catholic and non-Catholic within our schools.
- Communicates the youth plans, progress and needs within the parish, including relevant information to catechists, parents, candidates, Director of Religious Education for Schools, Director of Stewardship & Evangelization, pastor, music director, and parish-at-large.
- Recruits, trains, supervises, and evaluates regular and occasional volunteers to staff youth programs and ministries.
- Establishes an annual calendar for all youth catechetical programming and events and negotiates space and facilities for same.
- Acquires and manages resources for various youth catechetical ministries and programs.
- Represents the youth ministry within the parish. Represents the parish in Archdiocesan and interparish catechetical meetings and functions, as needed.
- Participates in all-staff meetings and departmental meetings.

2. School Sacramental Preparation

- Works collaboratively with pastoral staff and RCIA Coordinator to ensure that unbaptized children who wish to be baptized, are provided an opportunity to receive catechesis and baptism.

3. Parish Religion Education Program

- Recruits, trains and supports PREP catechists.
- Oversees selection of curriculum and resources according to Archdiocesan guidelines for the school and parish youth programs.
- As requested, provides direction and assistance with liturgical and prayer celebrations.
- Preparation and selection of materials for various special youth programming and other parish needs.

4. Other Duties

- Other duties as assigned by Pastor or Director of Stewardship & Evangelization.

IV. Position Specifications/Requirements

A. Skills, Knowledge and/or Abilities

- Demonstrates capability to carry out administrative and supervisory duties in a

timely fashion, utilizing good communication and relationship skills

- Participates in ongoing formation and educational opportunities to keep current on trends in catechetical ministry
- Must be an active member, in good standing, of the Roman Catholic Church

B. Education, Training and/or Experience

- BA in Theology/Religious Education or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning
- Proven participation and continuing updating of the Safe Environment Program sponsored through the archdiocese

V. Working Environment

This position is generally Monday- Friday but will require evenings and/or weekend work, as needed.

Employees of the Family of the Most Holy Eucharist 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 Family of the Most Holy Eucharist. 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.

Interested candidates should submit cover letter and resume to Beth Emery, HR Manager – eemery@fmhe.org