

# **PERSONNEL POLICY GUIDELINES FOR PARISHES**

## **JOB DESCRIPTION**

### **Coordinator of Youth Sacraments**

#### **I. IDENTIFYING INFORMATION**

Position Title: Coordinator of Youth Sacraments

Status: Part-Time, Non-Exempt

Reports to: Managing Director of Evangelization

#### **II. PRIMARY FUNCTION OF THIS POSITION**

The Coordinator of Youth Sacraments (Coordinator) reports to the Managing Director of Evangelization and is a key member of the Youth Evangelization Team. The coordinator is a person who is passionate about accompanying young people and their families along their journey of discipleship, specifically in their years of Sacramental Preparation.

The ideal candidate is comfortable interacting with individuals at various ages: parents, elementary aged, and middle-school aged youth. As such, they can engage and adapt theological concepts that are accessible to each age group. The Coordinator of Youth Sacraments should be a committed Catholic disciple with experience in creating and implementing content, comfortable and energetic in front of large groups of people, and able to accompany whole families in their sacramental journeys. This person should also be a team player who understands ministry in a large church context, a self-starter, reliable, detail-oriented, and driven who is excited to join a growing Catholic community with a vibrant culture. The role will require a firm understanding of our parish mission, vision, and youth discipleship pathway.

#### **III. ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

1. Collaborates with the Managing Director of Evangelization, Youth Evangelization Team, and Campus Minister – as well as, schoolteachers through campus minister as necessary – to discern what programming and content is necessary in Sacramental Preparation to better help youth and families grow in their relationship with Jesus Christ.
  - a) Is familiar with text, programming, and materials for children and youth in their discipleship formation or school classes.
  - b) Will be assisted in programming, as needed, by the Director of Awaken for First Reconciliation/Eucharist, and by the Campus Minister and Directors of EDGE and Life Teen for Confirmation.
2. Works closely with the appropriate Director when accompanying families with youth receiving sacraments at a later age than normal (i.e. high school student needing First Eucharist & Confirmation; OCIT)
3. Works closely with the Registration Administrator in being aware of how many students are enrolled in each sacrament, paperwork, monthly communications, and celebrations of the Sacraments
4. Has direct responsibility for the content, programming, and presentation of First Reconciliation, First Eucharist, and Confirmation Sacramental Preparation. This currently includes:
  - a) Initial and ongoing communication with families in the parish and in the school about upcoming events.
  - b) Parent meetings and initial kick-offs for each Sacrament.
  - c) Multiple retreat days for each First Reconciliation and First Eucharist.
  - d) Confirmation Retreats and Fireside Chats; and

- e) Special Circumstances Sacramental Preparation.
- 5. Collaborates with the Director of Worship, and Chancellor for Confirmation, as it pertains to the celebration of Sacramental Liturgies
- 6. Works with the Youth Evangelization team in setting an annual calendar of programming and formational opportunities.
- 7. Conducts program evaluations and assessments to determine effectiveness of opportunities and refine efforts; includes evaluating volunteers.
- 8. Evaluates with the Managing Director of Evangelization the budget for all programming and events for which the position is responsible for.
- 9. Participation in ongoing all-staff meetings and days of formation.
- 10. All other related tasks as designated by the Managing Director of Evangelization

#### **IV. QUALIFICATIONS**

- **CHRISTIAN COMMITMENT**

- Dynamic, passionate Catholic who has encountered Jesus in a personal way and is living out a life of discipleship and active practice of their faith.
- Must accept all the teachings of the Catholic Church on faith and morals.
- A commitment to Our Lady of Light's vision, mission, and values.
- Must be committed to ongoing personal growth as a disciple and ongoing professional development.
- Preferred, but not required: participant in Our Lady of Light family of parishes culture and parish to include worshiping, participating in communal life, serving, and giving.

- **SKILLS AND ABILITIES:**

- Ability to work effectively under time constraints and deadlines.
- Ability to set priorities, plan, organize, and delegate.
- Ability to work on weekends and evenings *as needed*.
- Comfortable learning new technology & computer applications.
- Working knowledge of Microsoft Office, Google Drive, and Slack.
- Ability to build/lead healthy teams and processes to carry out program objectives.
- Outstanding oral and written communication skills.
- Ideal Team Player: Humble, Hungry and Smart
- Ability to engage and build relationships with people of different cultures and ages.

- **EDUCATION, TRAINING AND/OR EXPERIENCE**

- Demonstrated experience training others in ministry activity.
- Bachelor's Degree in pastoral ministry, theology or related field is preferred or 5+ years of experience.

#### **V. WORKING ENVIRONMENT**

This position may include some evening and/or weekend hours. Regular weekly hours will be required to support the parish office. Discipleship Formation weekly work hours will vary and will be coordinated with the Discipleship Formation staff.

#### **VI. Acknowledgement**

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**