

Associate Director of Youth Discipleship

Saint Michael the Archangel Family of Parishes

I. IDENTIFYING INFORMATION

Position Title: Associate Director of Youth Discipleship
Status: Full time, Exempt, 12 month
Reports to: Director of Evangelization and Christian Formation
Office Location: St. Luke the Evangelist Church

II. PRIMARY FUNCTION OF THIS POSITION

The Associate Director of Youth Discipleship assists the evangelization efforts of St. Michael the Archangel Family of Parishes. This position is the primary leader to design, plan, and implement outreach, formation, and retreats for Middle and High School Youth according to professional standards established by national and diocesan youth ministry. Working under the direction of the Pastor and Director of Evangelization and Christian Formation, the Associate Director will accompany youth and their families to live out the Great Commission and the Greatest Commandment.

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 discipleship.
 - Actively participates on the Evangelization Team and in its regularly scheduled meetings.
 - Recruits, trains, coordinates, empowers, and evaluates various peer (youth) and adult volunteers on an ongoing basis.
 - Oversees monthly youth committee and regular planning meetings.
 - Seeks the support, involvement, and endorsement of parish adults—especially parents, parish organizations, parish staff.
 - Networks resources and integrates services to meet the needs of youth.
 - Serves as staff advisor and support person for non-parish youth programming that support parish efforts and goals in youth development.
 - Specifically, but not limited to scouting organizations.
 - Maintains full compliance with safe environment protocols and standards as issued by the Archdiocese of Cincinnati and the civil government.

- Ensures compliance on the part of youth ministry volunteers.
- Develops and implements programming for middle and high school youth.
 - Weekly middle and high school youth ministry gathering on Sunday evenings from mid-August until the first weekend in June.
 - Middle School retreat 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, Middle school week of faith and service camp (“Cross Training”), other summer discipleship opportunities.
 - Collaborate to plan youth components for the Annual Lenten Mission.
 - Coordinate the “Work for Donations” fundraiser during the spring and fall each year.
 - Collaborate with the local middle schools and high schools.
 - Coordinate participation in NCYC and Steubenville
- 2. Provides structure and opportunities for youth to participate in the ongoing life and ministries of the parish.
 - Regularly introduces youth and their families to opportunities providing education (ex. Digital Safety Presentation), catechesis (ex. Theology of the Body Presentation), and vocational discernment.
 - Supports the integration of youth into the pastoral care, service, and worship of the parish.
 - Participates in parish organizations as requested to advocate for and integrate youth ministry.
 - Energizes, promotes, and models the development of healthy community and relationships - especially as relevant to youth.
 - Provides for periodic evaluation of the quality of all youth ministry efforts.
 - Utilizes effective and compliant communication tools and methods to keep youth and their families informed.
- 3. Develops and manages a budget for youth ministry
 - 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 leaders to support youth 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 recommendations to improve youth 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. MINIMUM SKILLS

- Must be a practicing, fully initiated Catholic.
- Must be a person of faith, prayer, and continuing spiritual formation and growth.
- Must be able to recognize, support, and practice sharing the faith in a way that clearly communicates the saving work of Jesus Christ (kerygmatic catechesis).
- Must value that the faith is shared person to person, that community is essential, and docility to the Church.
- Must be familiar with scripture and the catechism.
- Must have a pastoral and spiritual manner in dealing with people and relating to youth.
- Must have a love for the youth and an awareness of the emotional and physical realities that are involved with serving adolescents.
- Must have the 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 bold and resilient in recruitment and advocacy.
- Must be discreet, professional, empathic and able to maintain confidentiality in dealing with adults, and an appropriate confidentiality in dealing with youth.
- Must be able to work collaboratively with staff, parish adults—especially parents, and young adults.

B. PREFERRED SKILLS

- Proficiency in maintaining office and program records.

- Proficiency in computer programs and use of office technologies and equipment.
- Proficiency in leading experiences of prayer.
- Ability to share faith and culture with developing adolescents.
- Ability for pastoral listening and crisis intervention and referral.
- Ability to lead, motivate and delegate, as appropriate, to youth.
- Familiarity and/or working experience in the theory, principles and practices of youth ministry as outlined in documents from the Vatican, the USCCB, the Archdiocese of Cincinnati, and/or the National Federation for Catholic Youth Ministry.
- Familiarity with the process of evangelization.

C. EDUCATION, EXPERIENCE, & TRAINING

1. A college degree is required in an appropriate field or a minimum of three years experience in youth faith formation.
2. Training and/or experience in evangelization and catechesis is highly preferred. Areas of higher value include but are not limited to:
 - a. Theology of the Body.
 - b. Catholic Social Teaching.
 - c. Virtue Ethics.
 - d. Apologetics.
 - e. Sacramental Theology.
3. Training and/or experience with youth ministry, spirituality, personal development, and sociology is desired.
4. Formal training in the theory and practice of youth ministry is highly beneficial.
5. Various volunteer involvements or staff experience with a Roman Catholic parish expected.

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 efforts. Regular weekend and evening work hours required, and overnight programs. Salary is negotiable based upon qualifications 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.