

Our Lady of Divine Providence Family of Parishes
Job Description

Position Title: Coordinator of Youth Ministry

Effective Date: MM/DD/YYYY

I. Overview of the Position

The Coordinator of Youth Ministry (Coordinator) reports to the Director of Evangelization and is a key member of the Evangelization Team. The Coordinator accompanies youth, grades 7-12, and their families, through a discipleship path, so that they encounter Jesus and become missionary disciples. This position is focused on the family of parishes, not one parish, and geared towards drawing people into active participation in the parishes.

II. Responsibilities

1. To create, implement, and annually evaluate a comprehensive approach to evangelization for youth, taking into consideration families and the Sacrament of Confirmation
2. Provide a variety of evangelization initiatives to youth and families at different stages along the path of discipleship (for example: small groups, bible studies, kerygmatic retreats, devotional prayer experiences, Holy Hours, celebration of feast days, opportunities to evangelize, opportunities for justice and service activities etc.)
3. Overseeing and implementing the Sacramental Preparation for Confirmation and ensuring it connects into the broader vision of Youth Evangelization at the parish
 - a. Coordinates with the Parish Schools as applicable
4. Overseeing and implementing the summer Vacation Bible School program
5. Recruit, form, equip, send, and accompany adults as a Core Team for youth evangelization
 - a. Plan and promote an annual calendar of programming and formational opportunities and oversee the marketing and advertising of programs and events
 - b. Coordinate registration and collection of fees for programs, working with Director of Evangelization and/or administrative assistant
6. Collaborate with the Evangelization Team in creating and implementing an Evangelization Plan
7. Additional responsibilities as assigned by the Pastor and/or DoE

III. Candidate Expectations

1. Must complete and maintain SafeParish training and background check
2. Must be certified as a Professional Catechist with the Center for the New Evangelization and meet annual continuing education requirements
3. Highly recommend staying connected to and collaborating with the ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training

IV. Education, Training, and Experience

1. Strongly prefer a Bachelor's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
2. 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

3. Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
4. Must have experience mentoring and accompanying youth at different stages of the discipleship path
5. Must have knowledge and understanding of the New Evangelization, including methodology and best practices that have the goal of intentional discipleship. For example:
 - a. The principles outlined by Sherry Weddell in *Forming Intentional Disciples*, *Becoming a Parish of Intentional Disciples*, and *Fruitful Discipleship*
 - b. Divine Renovation
 - c. Life Teen
 - d. NET Ministries & Y-Disciple
 - e. Alpha Youth
6. Must be able to pray in front of and with others, to lead and participate in spontaneous and intercessory prayer
7. Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/apprenticing situations and in large group settings

4. **Working Environment**

This position requires off-site work and frequent evening, weekends

VI. **Supervision Received**

Works under the direction of the DoE

VIII. **Terms of Employment**

Salary | 7 hours per day | 35 hours per week | 260 days | 12 months

IX. **Salary Range**

###,### – \$###,###

X. **Acknowledgement**

Employees of Our Lady of Divine Providence Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Our Lady of Divine Providence Family of Parishes. 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.

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

Employee Signature

Date

Supervisor Signature

Date