

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION – DIRECTOR OF YOUTH EVANGELIZATION (PK – 5)

I. Identifying Information

Position Title: Director of Youth Evangelization (PK-5)
Status: Full-time, Exempt, 12 months
Reports to: Pastor, or Director of Evangelization

II. Overview of Position

The Director of Youth Evangelization (PK – 5) is responsible for all efforts to accompany youth in grades Pre-K through 5 (and their families) through a [discipleship path](#), so that youth encounter Jesus and become missionary disciples.

III. Job Responsibilities

- Create and implement a comprehensive approach to evangelization for youth, taking into consideration the role of the family and preparation for the sacraments of Reconciliation and Eucharist
 - Articulate a clear vision/mission for youth evangelization to parents, youth, staff, and parishioners
 - Maintain good communication with youth and their families about gatherings and expectations, offering transparency and support
- Provide a variety of evangelization initiatives to meet the varying needs of youth at different stages along the path of discipleship (for example: small groups, social gatherings, bible studies, kerygmatic retreats, devotional prayer experiences, Holy Hours, celebrations of feast days, opportunities to evangelize, etc.)
 - This is in addition to weekly/bi-weekly gatherings
 - Emphasis on witnessing to the faith and sharing the kerygma with youth in the catechetical setting and other appropriate settings, always in compliance with Safe Environment regulations
- Oversee and implement the sacramental preparation for Reconciliation and Eucharist and ensure that this preparation aligns with the broader vision for youth evangelization at the parish
 - Coordinate with the parish school (if applicable)
- Recruit, equip, and accompany a team of adult evangelists to help with efforts in youth evangelization. This includes:
 - Practically equipping adults for serving in youth evangelization (i.e. schedule, resources, training in catechesis and methodology)
 - Offering feedback and evaluation of volunteers; bi-annual one-on-one's for faith sharing and support
 - Regular gatherings with the youth evangelization team to share life, pray, and provide formation for the mission of youth evangelization, through retreats, bi-weekly/monthly gatherings, trainings, and the like
- Build bridges for Pre-K families to connect to the parish school (if applicable)

- In collaboration with the pastor and other evangelization staff, plan an annual calendar of programming and formational opportunities
- Oversee the marketing and advertising of programs and events
- Evaluate and implement curriculum and supplemental curriculum available for youth programs to best meet the needs of the youth and their families, in compliance with the Archdiocese of Cincinnati Graded Course of Study for Religion
- Conduct program evaluations and assessments to determine effectiveness of opportunities and refine efforts (including the evaluation of volunteers and direct reports)
- Coordinate registration and collection of fees for programs (works with Director of Evangelization and/or administrative assistant)

IV. Candidate Expectations

- Must complete and maintain compliance with all Archdiocese of Cincinnati Safe Environment policies
- Must complete a background check
- Must participate in continuing education and formation in catechesis, theology, spirituality, and methodology. This can be accomplished through events such as:
 - National/local conferences
 - Online platforms
 - Archdiocesan trainings
 - Personal retreats
- Highly recommend connecting 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

V. Education, Training, and Experience

- Strongly prefer a Bachelor's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
- 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
- Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
- Must have experience mentoring and accompanying youth at different stages of the discipleship path
- Must be able to pray in front of and with others, to lead and participate in spontaneous prayer
- Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/mentoring situations and in large group settings

VI. Working Environment

This position requires frequent evening, weekend and off-site work.

VII. Acknowledgement

Employees of _____ Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of _____ Catholic Church and of the Archdiocese of Cincinnati. 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