

Roles: Coordinator of Youth Evangelization & Discipleship

Posted:

Terms: Full-time Employee

Base Pay: 43k Exempt, Fully Benefited

Reports to: Pastor and Parish Administrator

Supervises: Catechists and Adult Volunteers for youth Confirmation and Youth Small Groups; middle & high school youth (6th – 12th grade)

Work Schedule: Requires a flexible and variable schedule, including evenings and weekends

Role Purpose Statement

The purpose of the Coordinator of Youth Evangelization and Discipleship (CYED) is to plan, organize and implement evangelization and discipleship opportunities for the youth of Holy Rosary parish that adhere to the Catholic Church's teachings and that focus on helping youth foster an encounter with Jesus Christ in the parish community and the Church. They also assist with the youth Confirmation preparation process. Under the direction of the pastor, they will collaborate closely with the Coordinator of Family Catechesis (CFC) and the Coordinator of Adult Catechesis (CAC) to implement the pastoral letter of the Diocese of Crookston.

Responsibilities

The Coordinator of Youth Evangelization & Discipleship is responsible for the evangelization and discipleship of middle school and high school youth, helping them encounter Jesus Christ in his Church. The CYED is also responsible for collaborating with the CFC to develop and implement Confirmation preparation for youth and accompany youth in the pre-Confirmation and post-Confirmation process.

Key Responsibilities

Development and Implementing

- Develop, implement and evaluate opportunities for youth to deepen their understanding and relationship with Christ and the Catholic faith, integrating catechesis, evangelization and discipleship:
 - Weekly Catechetical Sessions/Confirmation Preparation Sessions/Small Groups
 - Youth Gatherings/Activities
 - Retreats & other events
- Guide Holy Rosary's involvement in the Youth Accompaniment Project.
- Collaborate with the CFC to implement registration & schedules.
- Schedule, plan and implement Safe Environment education for youth & volunteers.
- Collaborate with the CFC to plan and execute Vacation Bible School.
- Ensure alignment with the teachings and mission of the Catholic Church.
- Adjust opportunities based on the needs of the parish community.

Sacramental Preparation

- Develop, implement and evaluate sacrament preparation for Confirmation with the CFC.
- Design and implement outreach and evangelization strategies, including those for pre-confirmation and post-confirmation students and parents.
- Collaborate with pastor and CFC for the celebration of Confirmation.

Leadership and Mentorship

- Promote the Kerygma, the Good News of Jesus Christ, to youth and their families.
- Recruit, train, and empower volunteers (youth and adult) to serve as facilitators, small group leaders, retreat leaders and mentors.
- Mentor and accompany youth at different stages of their faith journey.
- Foster a positive and inclusive environment where youth feel safe, supported and valued.
- Work to engage youth & families in parish life, fostering a sense of community and belonging.
- Foster a culture of evangelization within the parish.

Collaboration and Communication

- Collaborate with the pastor, CFC, CAC, other parish staff and parish leaders.
- Develop and implement a communication plan to engage, inform and evangelize parents, youth and volunteers.
- Collaborate with the parish staff and CAC to plan and execute mission trips for youth and adults.
- Collaborate with youth ministers and parish leaders in the Diocese of Crookston.

Administration

- Manage the youth evangelization and discipleship program budget.
- Purchase materials and supplies for youth and volunteers.
- Maintain records of attendance in programs.
- Ensure adult volunteers have completed background checks & safe environment certification.
- Work to keep parishioner and youth information safe, private and secure.
- Familiarity with and abiding by the Diocese of Crookston's Code of Conduct.

Other Duties

- Attend parish staff meetings.
- Attend Diocesan Religious Education/Youth Ministry meetings.
- Promote and facilitate attendance at Diocesan youth events.
- Maintain current knowledge of Catholic youth evangelization and discipleship.
- Stay current with diocesan policies and guidelines.

Qualifications

- A practicing, fully initiated member of the Catholic Church who adheres to the Church's teachings.
- A bachelor's degree in theology, Catholic studies, pastoral ministry or related field is helpful.
- Experience with youth ministry or religious education is valuable.
- A level of social maturity that can accurately represent the parish community.

Skills

- Strong organizational, communication, and interpersonal skills.
- Attention to detail and hospitality.
- Knowledge of the Catholic faith.
- Ability to articulate personal faith experiences in a small or large group setting.
- A passion for working with youth and a dedication to promoting a positive and inclusive environment.
- Computer literacy