JOB TITLE: Coordinator of Youth and Young Adult Ministries
PARISH: Cathedral of Christ the King, Lexington, KY
DEPARTMENT: Faith Formation
REPORTS TO: Director of Faith Formation

SUMMARY OF ROLE

The Cathedral of Christ the King in Lexington, KY, is seeking a full-time Coordinator of Youth and Young Adult Ministries, responsible for working in collaboration with the Director of Faith Formation to develop, coordinate and administer faith formation programs for children in the range of 5th grade through Young Adult (18-35).

POSITION

Salaried, full-time with benefits, 37.5 hrs/wk. Evening and weekend work is required. Some portions of this position may be performed remotely, with the authorization of the Director of Faith Formation.

ESSENTIAL DUTIES AND MAJOR AREAS OF RESPONSIBILITY

1. Work with the Director of Faith Formation to plan, coordinate and deliver 5th grade through Young adult faith formation programs, including confirmation classes.
2. Oversee recruitment, training, scheduling, support and evaluation of catechists and volunteers for Youth and Young Adult events and programs
3. Maintain operative budget in collaboration with the Department of Faith Formation
4. Maintain records of registration and participation in Youth religious education and faith formation programs, activities and events including parental permission forms.
5. Maintain compliance of Safe Environment training for volunteers in coordination with Hospitality Coordinator
6. Attend staff meetings as well as other meetings that involve spiritual formation matters
7. Provide presence and resource support to Christ the King School
8. Participate in diocesan in-service workshops / retreats made available for the continued formation and development of the youth minister.
9. Act as liaison between the parish and the Diocesan Office of Youth, Young Adult and Campus Ministry in the area of comprehensive Youth Ministry.
10. Establish and attend one Holy Hour in Adoration per week.
11. Seek out opportunities for professional growth through webinars, conferences, books, and articles which are pertinent to the role.
    a. Acquire 30 hours of continuing education in religion / catechetics every three years
12. Any other related duties as assigned by the Director of Faith Formation and / or Rector

QUALIFICATIONS / EXPERIENCE

Bachelor's degree of theology or equivalent in related field

Active member of a Catholic community, fulfilling the precepts of the Catholic Church, able to express personal knowledge of Catholic Theology and commitment to Catholic teachings.

Experience recruiting and coordinating volunteers.

OTHER EXPECTATIONS

Computer proficiency, including working knowledge of the internet, social media, and other software tools used to create, manage, and produce communications.

Ability to coordinate / supervise Catechist Development

Effective organizational and multitasking skills

Travel is expected for Diocesan training and formation

Safe Environment Certification through CMG or current agency as established by the Diocese of Lexington

Valid state driver's license

Youth Ministry Programs / Events:

1. Confirmation Class
2. Youth Group - Ignite (Grades 5 - 8)
3. Youth Group - Activate (High School)
4. Youth Ministries Core Team
5. Support CKS activities
6. CTK Young Adult Ministries - Arise
7. Retreats - Various

How to Apply:

Please submit resume to ctkoffice@cdlex.org.