



## Job Description

**Position:** Parish – Director of Youth Ministry and Faith Formation

**Status:** \_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time  
\_\_\_\_\_ Exempt      \_\_\_\_\_ Non-Exempt      \_\_\_\_\_ Volunteer

**Reports To:** Pastor

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**Primary Function:** This position plans, coordinates and implements a youth ministry program and religious educational program for the parish.

### MINIMUM QUALIFICATIONS:

#### **Education, Training, Abilities and Experience:**

- BA in Theology/Religious Education or BA/BS in Education with semester credits in Theology/Catechetics/Scripture, or working towards or possessing a certificate in ministry or theology from a Catholic institution of higher learning;
- Teaching experience in religious education is preferred;
- A pastoral, prayerful person committed to personal and professional growth;
- Competent in communications, interpersonal and relationship "people" skills;
- Computer competent (e.g., Microsoft Office, Publisher);
- Possess planning, management, relationship, and communication skills with the ability to utilize these skills in a pastoral manner;
- Understand catechesis, the catechumenate process, lay ministry and evangelization;
- Flexibility and availability to work evenings and weekend hours;
- The ability to successfully complete a criminal history and background check.

#### **Primary Duties and Responsibilities:**

- Oversee and implement a vision for spiritual development for Middle and High School parishioners.
- Teach young people how to make moral decisions based on Catholic values.
- Develop, organize and implement the curriculum and programs for youth.
- Build relationships with young people and their families.
- Help integrate youth and parents into parish ministries.
- Develop, maintain, and update common youth activities calendar with a balanced focus on social, service, and spiritual aspects.

- Plan for participation with Vacation Bible School. Organize, schedule, and oversee religious education programs for K through 8<sup>th</sup> grade;
- Prepare, schedule sacramental programs and worship services for students and parents;
- Order text books, teaching materials and resources for the programs;
- Prepare an annual calendar of DRE activities;
- Identify and support the training for catechists at each grade level;
- Counsel, advise and visit with students, parents and teachers when classroom problems arise;
- Prepare and preside at liturgical celebrations for students;
- Meet regularly with parish staff for planning and coordination of parish programs;
- Participate in on-going formation and educational opportunities to keep current on trends in catechetical ministry;
- Prepare and submit budget to Business Manager;
- Performs other duties as requested by the Pastor.

**Other Duties and Responsibilities:**

- Plan, develop and direct the parish RCIA program;
- Plan, develop and direct all Sacramental programs;
- Plan and develop Adult Education Programs

**Physical Demands:**

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

**Employee Acceptance and Acknowledgement:**

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

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Employee Signature

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Date