

JOB DESCRIPTION

COORDINATOR OF YOUTH AND YOUNG ADULT MINISTRY

Saint Joachim Church, Diocese of Orange

POSITION TITLE: Coordinator of Youth and Young Adult Ministry

STATUS: Full-time (40 hours); Non-exempt

SUPERVISORY RESPONSIBILITY: Volunteers

REPORTS TO: Director of Faith Formation

PRIMARY PURPOSE:

1. To plan and administer the evangelization efforts to youth and young adults, with the overall mission of proclaiming the Gospel message to groups of parishioners and executing initiatives that lead parishioners to an encounter with the relentless love of Jesus Christ.
2. Oversee the liturgy support teams and functions throughout the liturgical year.

QUALIFICATIONS & EXPERIENCE:

REQUIRED: Bachelor's Degree in theology or related subject and/or Diocesan Certification and National Certification; fundamental understanding of Catholic precepts and principles; excellent verbal/written/computer skills; minimum three years' experience working with teens and young adults; strong interpersonal skills and can work well with other people, especially diverse populations; excellent time management and organizational skills.

DESIRED: Prior experience as a participant and/or leader in Church ministry; bilingual in English and Spanish.

EQUIPMENT OPERATED: Projector, personal computer, printers, fax machine, copier(s), paper shredder, postage machine, calculator, and other office equipment.

DUTIES AND RESPONSIBILITIES:

Youth & Young Adults

- Create a parish home for St. Joachim teens (6th–12th grades) through the planning and implementation of LifeTeen and EDGE programs.
- Recruit and manage peer and adult volunteers to serve as witnesses of faith and to accompany middle and high school students in LifeTeen, EDGE and Confirmation Program.
- Implement and manage a Young Adult ministry to attract and retain college-age young people after high school.

- Keep abreast of ministry programs and opportunities for training and growth; attend all Diocesan Youth Ministry in-service meetings and training sessions
- Work closely with clergy in integrating young people in worship services as appropriate; work cooperatively with other ministry leaders and volunteers to integrate programs across ministries.
- Develop, promote, and implement fundraising programs as appropriate for ministry needs and activities.
- Prepare and maintain annual budget for each ministry.
- Attend all regular Parish staff meetings.
- Other duties as assigned.

Date Prepared: May 25, 2022

Approved By: Rev. Michael P. Hanifin, Pastor