

Our Lady of the Valley Catholic Parish
Catholic Diocese of Boise

1122 W. Linden Street
Caldwell, Idaho 83605
Job Announcement

Job Title

Director, Youth/Young Adult Ministry
Revision Date 03/26/2019

Purpose of Position

This position is a professional lay minister who is entrusted by the Pastor with the responsibility for developing, implementing and maintaining a faith formation program for parish youth. In collaboration with the Pastor and other Ministry Directors, the Director of Youth/Young Adult Ministry has the responsibility to oversee ministries that address the total social, personal and spiritual formation. Help parents to understand their role of passing on the Catholic faith to their children and provide support as we integrate their children into the parish community. This position is also responsible for instruction and preparation needed for youth Confirmation. Foster the total personal and spiritual growth of each young person. Seek to draw young people to responsible participation in the life, mission, and work of the faith community.

Accountability

This position shall be directly accountable to the Pastor in regards to ministries, spiritual direction and religious education.

This position shall be accountable to the Parish Business Manager in regards to Human Resource issues. Work directly with adult and youth ministers as an overall Family Ministry Team Member.

FLSA Information

Full Time position, normally not to exceed 40 hours per week, requires flexible hours. Exempt employee.

Expectations

1. Display a calm, positive and inviting attitude to members and guests of the parish.
2. Strives to unite and improve relationships with and between staff members, service groups and parishioners.
3. Demonstrate a growing relationship with Jesus.
4. Maintain confidentiality and appropriate personal and professional boundaries.

Scope of Responsibilities

1. Perform as a lay minister in support of the parish's spiritual and pastoral mission.
2. Communicate and cooperate with all parish ministers and staff to serve as a resource and support for other ministers; participate in meetings as necessary.
3. Plan curriculum, assess needs, incorporate prayer, service and outreach at all levels.

4. Administer religious education programs to include program coordination, assign catechists and volunteers, keep sacramental records, set and enforce facility guidelines, ensure a safe environment is in place.
5. Assist in budgeting of all financial aspects of the religious education program.
6. Recruit and form catechists, including catechist education and training, adhering to Diocesan guidelines.
7. Coordinate scheduled youth social activities and retreats.
8. Ensure the existence of a safe environment for youth at all times; implement standard operation procedures (SOPs) for youth activities as needed.
9. Prepare reports as necessary.
10. Perform other duties as assigned.
11. Attend regular staff meetings.
12. Participate in staff planning.
13. Communicate to staff about youth ministry activities.
14. Seek staff input in planning youth ministry activities

Roles & Responsibilities

Ministry Development:

1. Work collaboratively with the Pastor and staff in creating a vision and master plan for developing a comprehensive youth/young adult ministry, with particular responsibility for faith formation of children 6th – 12th grade in collaboration with other parish ministries.
2. Plan and/or coordinate youth/young adult-related special events including family, parish events, service opportunities and children ministry leadership and catechist training.

Ministry Management:

1. Coordinate and manage volunteer recruitment, training, formation and support; act as a liaison between the catechists, ministry staff and parish staff.
2. Address behavioral issues as needed.
3. Be a pastoral presence to youth/young adults, volunteers and parents.
4. Work collaboratively with children and adult ministry to aid in formation of parents and families as a whole.

Administration and Communication:

1. Be aware of and implement Diocesan and parish policies as they relate to ministry.
2. Maintain adequate communication with parish and staff to promote awareness, understanding and support of youth/young adult ministry within the parish.
3. Coordinate written and electronic communication with assistance from the administrative assistant.
4. Develop promotional materials for events: flyers, informational handouts, registration forms, bulletin announcements, electronic communication, etc.
5. Develop and maintain a financial budget for youth/young adult ministry.
6. Participate in Diocesan in-services and support gatherings for coordinators of youth ministry whenever possible.
7. Actively seek opportunities for personal spiritual growth.
8. Develop professional skills through educational opportunities as needed and available.

Physical/Mental Requirements:

Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal education and office environment. Walking, sitting, standing, stooping,

reaching, talking, handling, hearing, and carrying and ability to climb and work off of step stools/ladders.

General Qualifications:

1. Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; be in full communion with the Church.
2. Excellent communications skills, verbal and written; excellent human relations and interpersonal skills.
3. Exercise courtesy to fellow employees, parishioners and the general public.
4. Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency.
5. Ability to maintain confidentiality.
6. Ability to work collaboratively in a team environment.
7. Punctuality is a must at all times.
8. Ability to travel locally as required.
9. Proficiency in computer technology to include Word, Excel and PowerPoint.
10. Professional bearing; clean and neat personal appearance.
11. Ability to successfully pass a background check.

Education, Experience and Abilities:

1. Bachelor's degree in philosophy, psychology, theology, education, or public administration or a related field or equivalent experience (preferred).
2. 5 years' experience in a Catholic religious education environment as a practicing catechist.
3. Successful management experience in small- to medium-size firm, in a social service or Church setting.
4. Level I catechetical certification or equivalent education (level 2 preferred).
5. Bilingual (English/Spanish preferred).