

## **PERSONNEL POLICY GUIDELINES FOR PARISHES**

### **JOB DESCRIPTION**

#### **I. Identifying Information**

**Position Title:** [Associate] Director of Youth Evangelization (Grades 6–12)  
**Status:** Full-time, Exempt, 12 months  
**Reports to:** Pastor, or Director of Evangelization

#### **Overview of Position**

The [associate] director of youth evangelization reports to the director of evangelization (if applicable) and is a key member of the Evangelization Team. The associate director is responsible for all efforts of accompanying youth — grades 6–12<sup>1</sup> (and their families) — through the Process of Evangelization and Discipleship so that youth encounter Christ, are known, seen, and loved and become missionary disciples.

#### **Job Responsibilities**

- Create, implement and annually evaluate a comprehensive approach to evangelization for youth, taking into consideration the role of the family and preparation for the sacrament of Confirmation:
  - Articulate and implement a clear vision and mission for youth evangelization to parents, youth, staff and parishioners.
  - Maintain good communication with families and youth about gatherings and expectations, offering transparency and support.
- Using the Process of Evangelization and Discipleship as a guide, offer a variety of programming, events, gatherings and opportunities to meet the varying needs of youth:
  - In addition to weekly/bi-weekly gatherings, this may include retreats, conferences, camps, mission trips and the like.
  - Emphasis in accompaniment and meeting in smaller groups of youth; going where youth are (i.e. sport events, dance competitions, coffee shops), always in compliance with safe environment.
- Oversee and implement the sacramental preparation for Confirmation and ensure it connects into the broader vision of youth evangelization at the Family of Parishes:
  - Coordinate with the parish school (if applicable).

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<sup>1</sup> This presupposes that either the director of evangelization or a second youth evangelist is covering PK–5th grades; otherwise, this role would require all youth, from Baptism through 12th Grade. Additionally, the ideal is that you would have two youth evangelists who can divvy up the responsibilities: a youth evangelist for grades 6–8, and a youth evangelist for grades 9–12. The two youth evangelists would share the responsibility of sacramental preparation for Confirmation.

- Recruit, equip and accompany a team of adult evangelists to help with efforts in youth evangelization:
  - Practically equipping adults for serving in youth evangelization (i.e. schedule, resources, training in methodology).
  - Offer feedback and evaluation of volunteers; bi-annual one-on-one's for faith sharing and support.
  - Regular gatherings for the Youth Evangelization Team in which team members can share life, prayer and formation for the mission of youth evangelization. This can be done through retreats, bi-weekly/monthly gatherings, training and the like.
- Help build bridges for high school graduates to college campus ministers and from college campus ministers to the director of adult evangelization:
  - Connect college-aged working young adults (18–23 years old) to a local campus ministry or with the director of adult evangelization
- Plan and promote an annual calendar of programming and formational opportunities; oversee the marketing and advertising of programs and events, including social media, website and bulletins.
- Conduct program evaluations and assessments to determine effectiveness of opportunities and refine efforts; evaluate volunteers.
- Coordinate registration and collection of fees for programs (with director of evangelization and/or administrative assistant).
- Collaborate with the Evangelization Team to implement a comprehensive Evangelization Plan.
- Other duties as assigned by the pastor or director of evangelization.

### **Candidate Expectations**

- Must complete and maintain SafeParish training and background check.
- Must participate in continuing education and formation in catechesis, theology, spirituality and methodology.
- Highly recommend staying connected to and collaborating with the ministers of the surrounding Families of Parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship and training.
- Must be able to mentor and accompany youth at different stages of the evangelization process.

## **V. Education, Training, and Experience**

- Strongly prefer a bachelor's degree in pastoral ministry, religious studies, theology, religious education, or related field or commensurate ministry experience.
- Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments and able to speak of one's relationship with Jesus.
- Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments and ecclesiology.
- Must have experience mentoring and accompanying youth at different stages of the discipleship path.
- Must be able to pray in front of and with others, — to lead and participate in spontaneous prayer.
  - Must be able to effectively communicate with a wide variety of people using the spoken word, both within one-on-one coaching/apprenticing situations and in large group settings.

## **VI. Working Environment**

This position requires frequent evening, weekend and off-site work.

This position requires close collaboration with other members of the Evangelization Team.

## **VII. Acknowledgement**

Employees of \_\_\_\_\_ Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of \_\_\_\_\_ Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

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**Employee Signature**

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**Date**