

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION

I. Identifying Information

Position Title: [Associate] Director of Youth Evangelization (PK-5)
Status: Full-time, Exempt, 12 months
Reports to: Pastor, or Director of Evangelization

II. 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 articulating and implementing the vision and mission set forth by the Evangelization Team for elementary youth (PK-5) and their families.

III. Job Responsibilities

- Create, implement, and annually evaluate a comprehensive approach to evangelization for elementary youth (PK-5) that incorporates and supports the family.
- Maintain good communication with the families about expectations and gatherings, offering transparency and support.
- Using the Process of Evangelization & Discipleship as a guide, offer a variety of programming, events, gatherings and opportunities to meet the varying needs of youth and families. There should be an emphasis in witnessing to the faith and sharing the kerygma with youth in the catechetical setting, always in compliance with safe environment.
- Oversee and implement the sacramental preparation for Reconciliation and Eucharist, and ensure it connects into the broader vision of youth evangelization at the Family of Parishes. Coordinate with the parish school (if applicable).
- Recruit, equip and accompany a team of adult evangelists to help with efforts in youth evangelization, which includes:
 - Practically equipping adults for serving in youth evangelization (i.e. schedule, resources, training in methodology, training in catechesis).
 - Offering bi-annual feedback and evaluation of volunteer catechists and facilitators.
 - Offering regular gatherings for the Youth Evangelization team in which they can share life, prayer and formation for the mission of youth evangelization. This can be done through retreats, regular gatherings, trainings, etc.
- Help build bridge for Pre-K families to connect to the Family of Parishes school(s) (if applicable).

- In collaboration with the director of evangelization and other evangelization staff, plan and promote an annual calendar of programming and formational opportunities; oversee the marketing and advertising of programs and events, including social media, website, bulletins.
- Evaluate and implement curriculum and supplemental curriculum available for youth programs to best meet the needs of the Family of Parishes and families, in consultation with the Archdiocese of Cincinnati's Center for the New Evangelization and the recommended Curriculum & Resources Guide.
- 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 plan for evangelization.
- Other duties as assigned by the pastor or director of evangelization

IV. 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 connecting 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.

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 be able to mentor and accompany families at different stages of the evangelization process.
- 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 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.

Employee Signature

Date