

# **Regional Coordinator of Youth & Young Adult Ministry**

The parishes of St. John the Baptist Civil Parish, namely St. Joan of Arc, Ascension of Our Lord, and St. Peter-Reserve, are looking for a Regional Coordinator of Youth & Young Adult Ministry. This is a full-time position. As the Coordinator of Youth & Young Adult Ministry, the individual is responsible for the leadership and direction of Middle and High School Youth Ministry, as well as Young Adult Ministry. The position reports to the Pastors of the participating parishes and operates with latitude for the use of independent judgment and initiative. Salary is negotiable based on experience and education and the position is benefits eligible.

## **Ministerial Character**

This position will be employed collectively by all the participating parishes and helps to extend the ministry of the Pastors in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastors in the performance of their ministry and thereby engages in ministry for the Church.

## **Job Summary**

As the Coordinator of Youth & Young Adult Ministry, the individual will be responsible for developing a regional based pastoral ministry with young people. This program, which will reach out to all young people in the community, provides for formal catechesis, invites, and enables youth and young adults to serve others. The program shall develop close communication with, and mutual support from, families of youth and young adults and collaborate with other parish and community youth organizations. The Coordinator of Youth & Young Adult Ministry provides vision and coordination for the region's efforts in ministry to young people in middle school and high school (6th through 12th grade), as well as young adults. While ministry with young adults is viewed in the Archdiocese as men and women ages 18 – 39, a conversation with the Pastors should clarify if the minister will work with the entire population or a segment of the age group. Their goal is to connect these men and women to Jesus, the Church, the Church's mission, and one another. This is accomplished through direct programming and supporting youth and young adult ministry efforts across the parishes.

The position reports to the Pastors of the participating parishes, collaborates with clergy, pastoral and administrative staff, and operates with latitude for the use of independent judgment and initiative. Currently, this includes developing and implementing a comprehensive Youth Ministry programming for middle school and high school youth, as well as young adults, fostering the faith life of the community, acting as coordinator of ministries/programs, implementing and shepherding designated projects, and fostering fellowship and community. The Coordinator of Youth & Young Adult Ministry must understand the nature and purpose of religious education, youth formation, pastoral ministry, and continuously assess the needs and priorities of the young Church within the region, working with the Pastors, parish staff, youth ministry volunteers, parents, and parishioners. This individual will be expected to demonstrate good public relations skills as well as teaching skills.

## **Essential Duties**

### **General:**

- Support and uphold the teachings of the Catholic Church and the collective mission of the Parishes within the region in both your professional and personal life.
- Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church.
- Participate in ongoing professional and personal faith formation.
- Ensure compliance with all Archdiocesan policies, procedures, and Safe Environment protocols.
- Participate in required meetings and training as communicated by the Pastors.

- Maintain a work schedule that maximizes availability and accessibility.
- Implements the Archdiocese's mission and philosophy as it relates to the goals of ministry with youth and young adults.
- Other duties as assigned.

#### **Youth Ministry:**

- Develop and implement a comprehensive Youth Ministry program to encourage youth to live as disciples of Jesus and to provide spiritual support and direction.
- Develop a youth ministry team consisting of lay volunteers from each of the participating parishes and schools.
- Provide appropriate training for the adults and young people in leadership positions.
- Foster the involvement of young people in the life of their parish, including serving in various ministerial roles, serving on various parish committees, and being involved in parish activities
- Coordinate the outreach to and evangelization of all young people in the parish.
- Recruit, train, and provide support for Youth Ministry volunteers.
- Collaborate with the Coordinators of Religious Education at the participating Parishes to help support Youth Ministry efforts.
- Regularly meet with the Archdiocesan Youth Ministry Office to be aware of collaborative outreach opportunities for youth around the Archdiocese.

#### **Young Adult Ministry:**

- Develop a Young Adult Ministry including planning and promoting regularly scheduled events during the year focused on the young adults of the region.
- Develop new opportunities to engage young adults in deepening their spirituality, expanding their knowledge of Church teaching, forming a peer community, or participating in service projects.
- Communicate to the young adult community in the region through regular emails, updating relevant websites, and appropriate use of social media.
- Support those ministering with young adults at the parish level. Provide networking opportunities to sustain these ministries.
- Regularly meet with archdiocesan offices to be aware of collaborative outreach opportunities for young adults (e.g. Marriage and Family Life Office, Department of Catholic Education and Faith Formation, Vocations Office, and Office of Religious.)
- If feasible, create and work with a young adult council, representative of the participating parishes, to develop and implement opportunities for young adults throughout the archdiocese.
- Work with other parish teams in youth ministry efforts, especially where such involvement transitions teens to college campus ministry and young adult ministry opportunities.

#### **Knowledge, Skills, and Abilities**

- Knowledge of the structure and basic teachings of the Roman Catholic Church.
- Knowledge of Ministry of Catechesis.
- Skill in communicating with diverse audiences both oral and written.
- Ability to operate various word-processing software, spreadsheets, and database programs.
- Ability to excel in professional relationships and work effectively with staff, clergy, and laity.
- Ability to organize, prioritize, carry out multiple tasks, meet deadlines, and utilize effective time management techniques.
- Ability to maintain confidentiality at all times.
- Ability to follow instructions furnished in verbal or written format.
- Awareness of resources and developments in Youth and Young Adult Ministry.
- Understanding of group dynamics, and both youth and adult learning models.

#### **Minimum Qualifications**

- Appropriate degree in Catholic theology, religious education, pastoral ministry, or related field is preferred.
- Experience in pastoral ministry is preferred.
- Should have experience working with and serving youth and/or young adults within a ministry or related setting.
- The person must have a good working knowledge of the Catholic faith and a strong desire to work with youth and young adults.
- Strong organizational and people skills needed, attention to detail and strong writing skills are preferred.
- Must be a practicing Roman Catholic in good standing with the Church.
- *All employment and volunteer positions within the Church, whether at the parish, school or diocesan levels, are held to a standard to support and exemplify in conduct both Catholic doctrine and morality. Employees and volunteers shall be consistent, in expression and example, with the teaching and practices of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith.*

Interested applicants should send a cover letter, resume, and at least three references to [dducote@arch-no.org](mailto:dducote@arch-no.org). For questions or additional information, please contact Fr. David Ducote, pastor at St. Joan of Arc Catholic Church in LaPlace, at 985-651-1074.