St. Joseph Community, Rosemount, Minnesota

Position Description

Position title: Coordinator of Youth Evangelization and Discipleship  
Date: March 20, 2019

FLSA: Exempt – Learned Professional

Reports to: Director of Lifelong Faith Formation

Receives additional work direction from: Pastor, Parish Director, St. Joseph School Principal

Direct Reports: Volunteers

Provides work direction to: Administrative Assistant

Resource person to: Lifelong Faith Formation Commission; Committees; School teachers

Schedule/ benefits: 40+ hours per week, 12 months per year, with benefits. Schedule will vary significantly in response to parish and school calendar needs, leadership, committee and project needs. This will also include some weekend and evening work.

Position Purpose: To coordinate and develop program opportunities to evangelize and disciple to the St. Joseph Community, especially youth and young adults, so that they may grow further in a lifelong personal relationship with Christ.

General Responsibilities:
Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

Representative Responsibilities:
1. Leadership
   ● Guide individuals to a deeper relationship with Christ and His Church, by being a positive role model to the St. Joseph Community, especially youth and young adults
   ● Recruit, train, supervise, evaluate, and maintain volunteers to assist with youth and young adult programming
   ● Understand and promote the concept of “decentralizing ministry” and focus on training, engaging, guiding, and empowering key volunteers to be leaders
   ● Work with St. Joseph School staff to incorporate programming and foster relationships between school and faith formation participants
   ● Exemplifying desire to grow in one’s own faith and personal & professional development
   ● Attend and actively engage in weekly staff meetings
   ● Participate in committee and/or commission meetings as appropriate
   ● Dialogue with the Director of Lifelong Faith Formation to document, respond and follow-up to situations with volunteers and/or participants in an appropriate and timely manner
2. Program Management

- Work with the Director of Lifelong Faith Formation to annually develop, review, select, and/or order appropriate curriculum and program options to meet the changing needs of youth, young adults, and the St. Joseph Community as a whole.
- Develop and coordinate faith formation programming for High School youth (Grades 9-12).
- Develop, coordinate, and oversee Confirmation preparation and components (i.e. retreat, service opportunities, etc.) with guidance and support from the Director of Lifelong Faith Formation.
- Engage with Middle School youth through specific “Youth Ministry” nights as a part of Wednesday Faith Formation (2-4 times a school year) and other opportunities such as Ignite Nights or NET Retreats hosted on-site.
- Engage with St. Joseph School Middle School youth through various means and crossover opportunities (i.e. Ignite Night, Retreats) as guided and supported by the St. Joseph School Principal and Director of Lifelong Faith Formation.
- Incorporate, promote, and attend additional opportunities for youth within the Archdiocese or local community as appropriate (i.e. Archdiocesan Youth Day, NET Center, Partnership for Youth, Steubenville Conferences, Ignite Nights, etc.).
- Assist with Vacation Bible School as appropriate (i.e. recruit and supervise youth volunteers).
- Plan, lead, and participate in the annual Summer Mission Trip for High School youth.
- Initiate and develop opportunities for college aged young adults in the future once rapport is developed within the St. Joseph Community.
- Assist young adults in connecting with campus youth ministers through the “Newman Connection” or other appropriate avenues.

3. Supervision of Volunteers’ Essential 3

- Ensure volunteers are in compliance with the Archdiocesan Essential 3 requirements prior to allowing them to volunteer (as assisted by the Director of Lifelong Faith Formation and Safe Environment Coordinator to aid individual volunteers in gaining compliance).

4. Financial Management

- Collaborate with the Director of Lifelong Faith Formation to develop and maintain annual program budgets.
- Follow proper money handling procedures and protocol for reimbursement or payment of invoices and bills.
- Ensure expenses are within budget and approved by the Director of Lifelong Faith Formation prior to purchase.

5. Communications and Marketing

- Communicate effectively and regularly using various mediums as appropriate to the audience (i.e. youth, parents, co-workers, etc.).
- Create and regularly maintain social media accounts for St. Joseph Community.
- Market and promote youth and young adult programs being sponsored by St. Joseph Community through appropriate mediums.
- Engage with the culture to stay on top of what the best way is to communicate and promote/market to youth and young adults.
6. Collaborative & Effective Team Member

- Engaged and active participant in a team approach to working with all St. Joseph Community and St. Joseph School staff and/or volunteers for the betterment and wellbeing of the St. Joseph Community as a whole

- Qualities of a Collaborative Team Member
  - Demonstrates reliability – follows through on assignments, consistently completing their set of accountabilities in a timely and collaborative manner
  - Communicates constructively – expresses their thoughts and ideas clearly, directly, honestly and with respect for others and for the work of the team
  - Listens actively – absorbs, understands and considers ideas and points of view from other people without debating and arguing every point
  - Active participant – fully engaged in the work of the team and does not sit passively on the sidelines
  - Shares openly & willingly – takes the initiative to keep other team members informed to help get the job done and prevent surprises
  - Cooperates & pitches in to help – responds to requests for assistance and works well with others to accomplish any task
  - Exhibits flexibility – rolls with the punches and can consider different points of view and compromise when needed
  - Works as a problem solver – willing to deal with all kinds of problems in a solutions-oriented manner and is a problem-solver not a problem-dweller, problem-blamer, nor a problem-avoider
  - Treats others in a respectful & supportive manner – treats fellow team members with respect and understanding to help get the job done
  - Shows commitment to the team – understands the value of team collaboration and is committed to the success of others

7. Proactive & Ready to Work

- Forward thinking and being proactive by working in advance to prepare programs so as to ensure quality programs and experiences for participants and volunteers

- Be present where needed and ready to work as needed to meet responsibilities
  - Recognize when situations require more work and effort and do so in a timely manner

- Being an example to volunteers and participants of punctuality, attendance, and reliability

8. Additional Responsibilities

- Includes other responsibilities identified as needed by the employee and approved by the supervisor and/or other duties as assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by a person assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required by the position. More detailed listings of duties and tasks may be outlined in supplemental documents such as the code of conduct, employee handbook, and similar documents.
**Employee:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as the organization’s needs change, my position description will change.

________________________________________  
Signature                                  Date

**Supervisor:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

________________________________________  
Signature                                  Date

**Qualifications:**
1) Active practicing Catholic
2) Bachelor’s degree in a related field required
3) Proven experience in faith formation and/or youth ministry roles (employed or volunteer)
4) Strong personal commitment to Catholic formation
5) Demonstrated history of implementing a Catholic value system throughout the parish
6) Demonstrated ability to remain calm and patient in chaotic situations
7) Demonstrated leadership skills
8) Demonstrated strong oral and written communication and organizational skills
9) Possess knowledge of Roman Catholic Doctrine
10) Successfully complete the required background checks.
11) Strong interpersonal skills that will build effective relationships with parish staff, parish leaders, parish members and other key parish stakeholders
12) Ability and desire to work in a collaborative, team-based work environment
13) Ability to effectively manage multiple projects and work assignments at the same time
14) Ability to identify and maintain strict confidentiality when required
15) Demonstrated experience in maintaining and improving current skills through networking, research and educational opportunities
16) Experience and ability in recruiting, coordinating, training, and maintaining volunteers
17) Ability to anticipate and manage the needs of a growing parish
18) Knowledge and experience with social media resources
19) Knowledge and experience with computer software including use of spreadsheet, word processing, presentation, and database management software
Mental Demands:
1) Work well with others
2) Be open and honest while honoring confidentiality
3) Remain calm and patient in chaotic situations
4) Implement a Catholic value system in all areas
5) Attract and develop others to support goals
6) Develop and maintain strong listening skills
7) Understand development and take into account the capabilities and limitations of different age
groups and individuals when developing and implementing programs
8) Understand and maintain balance between parents, volunteers and staff
9) Recognize and respect different views and facets of issues
10) Possess strong leadership skills
11) Effectively communicate both orally and in writing
12) Utilize strong organizational skills
13) Demonstrate a personal lifestyle reflecting Catholic values
14) Continue education as requested or required
15) Effectively use office and subject computer technology

Physical Demands:
1) Sit, stand, kneel, bend and walk up and down steps
2) Lift office and curriculum materials up to 20 pounds using proper techniques
3) Work evenings, weekends and longer work days when required
4) Climb up and down a three step ladder to obtain supplies
5) Be aware what is going on around you and respond appropriately
6) Work 40+ hours per week