

PARISH COORDINATOR OF YOUTH AND YOUNG ADULT DISCIPLESHIP

Reports to: Pastor
Status: Exempt/Full-time
Schedule: Sunday - Thursday
Requirement: Practicing Catholic in good standing with the Church
Assents to all Church teachings
Send Resume: **PASTOR NAME HERE**
PASTOR EMAIL HERE

Summary

To assist the Pastor with the formation needs of **PARISH NAME** parishioners of young and young adults ages 14-35. Responsibilities include planning, organizing and sometimes leading parish events, trainings and programs, recruiting, equipping and forming discipleship leaders, and overseeing the implementation and compliance of the **DIOCESE NAME** Safe Environment Policy.

Areas of Responsibility

- Recruits, equips and forms discipleship leaders in the parish to lead discipleship groups, bible studies and other discipleship efforts.
- Coordinates parish events, trainings, and programs for the youth and young adults in the parish community including; coordinating speakers/trainers, facility needs, meals, and supplies.
- Ensures that discipleship leaders have adequate knowledge of faith and catechetical skills.
- Maintains database and record of discipleship efforts in the parish as well as tracking growth and progress of discipleship in the parish.
- Works on continuing education by maintaining the Diocesan Discipleship Coordinator Certification and by attending Diocesan training meetings and by networking with other Discipleship Coordinators in other parishes.
- Manages Youth and Young Adult Ministry Budget by planning purchases for upcoming year and making sure purchases stay within allotted budget.
- Keeps pastor informed of current status of discipleship efforts, issues and needs.
- Administers the implementation of and compliance with the **DIOCESAN NAME** Safe Environment Policies for **PARISH NAME** ensuring a safe environment for children and vulnerable adults and prepares information for Parish Audit.

Ministry

An important part of this position is reaching out to parishioners through time and care. Those in ministry cannot give what they do not possess themselves. Therefore, another important aspect of this position is to take time for personal prayer, attend retreats, find a spiritual director, receive the Sacraments often, and seek support and resources from others with similar ministries.

Skills/Professional Working Requirements

- Strong relational skills
- Strong public speaking and teaching skills

- Working knowledge of computer (primarily Microsoft Office Programs)
- Adept at using social media
- Be able to manage and execute multi tasks and/or high stress, deadline-driven situations in a professional manner.
- Be flexible and adapt quickly to changing situations.
- Be diplomatic, even-tempered and possess a positive “can-do” attitude.
- Maintain a high level of confidentiality and integrity.

Education/Experience

- Four year degree in Catholic Theology or related field, or equivalent experience preferred.
- Appropriate and adequate knowledge of Church Teachings.
- Experience in building community and intentionally investing in individuals preferred.

Working Conditions

- Additional hours above normal schedule occasionally required,
- Schedule often includes hours outside of working day, including evening programming (typically Wednesday evenings and Sundays), and after hours meetings with discipleship leaders.
- Stress related to handling multiple tasks/responsibilities at one time.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Safety Hazards of the Job

- Minimal hazards involved in general office-working conditions.

The above is not an exhaustive statement of duties or requirements. It describes the general content and requirements for this job.