

**St. Michael the Archangel Catholic Parish
Findlay, Ohio**

JOB DESCRIPTION

TITLE: Director, Youth and Young Adult Ministry

REPORT: Direct report to Pastor
Dotted line report to Chief of Staff

STATUS: Salary, exempt, full-time (40 hours per week)
Flexible/non-traditional work hours (evenings and weekends required)
Health insurance, retirement and vacation benefits provided

GENERAL DESCRIPTION: Individual who will foster the development of disciples of Jesus Christ among the young people of the parish, and who will also draw young people into the life, work and mission of the Church while fostering their growth within the Roman Catholic Sacramental, moral, theological and spiritual Tradition.

RESPONSIBILITIES: Organize, coordinate and implement:

High School Youth Ministry Program

- Monthly
 - HS Youth small group meetings (twice monthly)
 - HS Youth large catechesis and fellowship event
 - Parish-wide Adoration Holy Hour and HS youth fellowship
- Annual
 - HS Youth Retreat experience
 - Summer/seasonal catechetical experiences and mission trips (e.g. March for Life, Steubenville Conferences, Camp Damascus, One Bread One Cup, Notre Dame Vision, Hocking Hills weekend, Belize mission trip, etc.)
 - Fundraising event in support of Youth & Young Adult Ministry programs

Young Adult Ministry Program

- Bi-Weekly
 - Newman Club support.
- Monthly
 - Community wide catechetical discussion & social events
 - Coordinate Campus Mass with Parochial Vicar and Newman Club
- Annual
 - Young Adult Retreat experience

REQUIREMENTS:

- Dynamic, faith-filled, fully initiated, and practicing Roman Catholic
- Bachelor's degree with certificate in Youth Ministry preferred (or Bachelor's degree with substantial experience/leadership in youth ministry)
- Implement Pastor's vision of youth ministry in the parish
- Collaborate with Parochial Vicar in outreach to college students
- Collaborate with Director of Religious Education in general youth catechesis and sacramental preparation.
- Be visible in parish and community where youth are present
- Agree to publicly act, speak and teach in ways that support Catholic moral and doctrinal teachings
- Agree to refrain from any conduct or lifestyle which would reflect discredit on or cause scandal to the parish or be in contradiction to Catholic doctrine or morals
- Successfully meet the BCI/FBI background check prior to employment and maintain throughout employment
- Follow diocesan youth protection guidelines and maintain applicable paperwork
- Maintain a valid driver's license

SKILLS:

- Invite and communicate well with youth
- Christian and Human Maturity, able to mentor youth while maintaining appropriate boundaries.
- Recruit and train volunteers (young adults, parents and parishioners) to leadership roles in youth ministry.
- Strong verbal and written communication abilities to work with youth, coworkers and volunteers
- Work within a budget for major events and programs
- Able to stay organized, prioritize workload and multi-task well
- Advocate for youth throughout the parish
- Proficiency with Microsoft Office and Google products