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**COORDINATOR - YOUTH FAITH FORMATION**

**I. IDENTIFYING INFORMATION**

 Position Title: Coordinator - Youth Faith Formation

Status: Full-time, Hours are TBD

 Reports to: Fr. Umberg - Director of Evangelization

**II. PRIMARY FUNCTION OF THIS POSITION**

Develop and foster a culture among children and families on evangelization and discipleship, while supporting parents in their role as the primary educators of their children in the faith.

**III. POSITION CONTENT**

1. **Pastoral Associate for Evangelization and Youth Catechesis**
2. **Liaison for parish staff and volunteers who assume primary responsibility for youth ministries, activities, and organizations which are considered Evangelization or Catechesis, including, but not limited to:**
* Youth Evangelization Team (Youth Minister and CGS Director)
	+ Develop and work together toward unified goal for Youth Evangelization
	+ Encourage teamwork and cooperation
	+ Support communication and planning
	+ Assist as needed
* Mom’s Ministry
	+ Approve materials for small group faith sharing
	+ Order and facilitate pick up of materials
1. **Collaborate with Director of Adult Faith Formation**
* Create, maintain, support, and promote Family Catechesis in PSR
	+ Develop plan for Parent Catechesis
	+ Implement weekly family fellowship
* Organize parish wide events for:
	+ Divine Mercy Sunday (April/May) (materials only)
1. **Develop, maintain, support, and promote Youth Catechesis programs:**
* Parish School of Religion
* School Students
	+ Guided Adoration
	+ Vocations Awareness (in collaboration with the school team)
* Parish representative for Cincinnati Religious Educators Association (CREA)
1. **Religious Education**
2. **Parish School of Religion (PSR) (September – May)**
* Recruit, rain, encourage catechesis and aides
* Registration and recruitment of students
* Manage funds and working budget
* Establish calendar and schedule facilities
* Facilitate four prayer services
* Schedule Confession twice a year
* ACRE Assessment
* Order textbooks/program materials
* Facilitate four faculty meetings
* Spiritual development of the catechist
* Organize and hold catechist appreciation brunch
* End of Year survey
* Assist Director as needed
* Support Director
	+ - Provide a safe environment for sessions and oversee sessions
		- Maintain student and teacher attendance
		- Record service hours for aides
		- Provide appreciation gifts, thank you notes, etc. for catechists and aides
		- Provide resources and support for catechists
			* Shop for supplies as needed
			* Provide up to date class lists with family contact information
			* Distribute timely information to catechists weekly
			* Help find substitutes as needed
		- Plan and coordinate prayer services
			* Create programs
			* Set up environment
		- Communicate with parents
			* Maintain up to date information and reminders on easel board at entrance
			* Monitor catechist weekly communications with families
			* Create and send Flocknote communications to families as needed
1. **Vacation Bible School – VBS (April – July)**
* Select program and schedule
* Recruit and train volunteers
	+ Adult
	+ Youth Aides
* Registration of campers and volunteers
* Prepare and order supplies
* Coordinate sharing of supplies with neighboring parishes
* Facilitate planning meetings and material making
1. **Bible Bowl (January) (this responsibility is TBD)**
* Communicate with schools to promote event and process registration payments
* Work with school coordinator to determine books for competition
* Establish and publish questions
* Assist with securing sponsors, supplies, and volunteers
* Event set up and take down
1. **Catechist Formation**
* Organize Catechetical Sunday appreciation recognition and gift (September)
1. **Support Home School Families with Catechesis Needs**
2. **General On-Going Faith Formation of Parishioners**
* Support the following volunteer led ministries with ordering supplies:
	+ Bible Studies
* Programs to foster vocations

**IV. POSITION SPECIFICATIONS and REQUIREMENTS**

1. **SKILLS, KNOWLEDGES AND/OR ABILITIES**
* Belief in Jesus as Savior and practicing Catholic in good standing with the Church
* Desire to serve God and others
* Ability to communicate clearly and effectively with a wide range of people and groups
* Must have a thorough knowledge of the teaching of the Catholic Church and familiarity with its structure, functions and institutions
* Ability to present one’s self professionally
* Detail and deadline oriented with strong organizational skills
* Dependability
* Team player
* Flexibility around changes in job responsibilities and new concepts, as needed
* Excitement for the vision and mission of St. Ignatius
* Volunteer or professional experience in a church setting
* Great communication and interpersonal skills, especially when building trust with children
* Passion for sharing biblical, gospel-centered messages to young people
* Creativity and willingness to try new things to reach kids, teens, and young adults with gospel.
* Excellent organizational skills for managing events and teams of people.
* Availability and flexibility to work evenings, weekends, and sometimes long hours.
* Must have skill in:
	+ Microsoft Office-Word, Excel, Power Point, and/or Google Office-Docs, Sheets, Forms, Presentations
	+ Scheduling large groups
	+ Training volunteers for specific duties
* Must have a working knowledge of:
	+ Catholic teaching
	+ Tenets of the faith
	+ USCCB Directory for Catechesis
	+ Evangelization efforts
	+ Archdiocesan Youth Legal and Liability processes
* Must have a high degree of proficiency in:
	+ Organization
	+ Planning
	+ Leadership
	+ Teamwork
1. **EDUCATION, TRAINING AND/OR EXPERIENCE**
* Bachelor’s Degree in Theology and/or Education is required.
* AoC catechetical certification required
* Minimum of 3 years catechetical experience in a pastoral setting preferred
* Successful completion of Safe Parish and background check is required
* The ideal candidate would have experience working with kids, teens, and families, understanding the value of building genuine relationships with young people
* The ideal candidate would have some level of Biblical education or certification.

**V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

1. Registration, maintain attendance and Safe Environment for 35+ families in PSR program
2. Registration, maintain attendance and Safe Environment for 130+ campers, 50+ junior high/high school aged aides, and 10+ adult volunteers in VBS program for 5-7 days (including set up and clean up days)
3. Coordinate registration for up to 9 schools with Bible Bowl
4. Lead guided Adoration for approximately 120 students of various age levels once a week during the school year
5. **WORKING ENVIRONMENT**
	* Evening and weekend work will be required as it pertains to programs and events taking place
	* Work with all staff and parishioners

Maintain office and storage spaces in Parish Office, as well as PSR office and storage in school.

Employees of St. Ignatius will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and adhere to the policies of St. Ignatius. 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.