



Employment Opportunity

Date: Revised August 15, 2022

Reports To: Pastor

Position: Coordinator of Parish Youth Catechesis

Deadline: Until Filled

Status: Full-time

Practicing Catholic: Required

Position Overview: The Coordinator of Parish Youth Catechesis has responsibility for transmitting the Gospel message to the parish and school community. This includes forming people of all ages to be disciples of Jesus Christ through sacramental preparation, middle and high school youth ministry, children catechesis, and catechist training. The Coordinator of Parish Youth Catechesis will work in collaboration with the Pastoral Catechetical Team to work towards mission advancement within Saint Michael's parish and school aligned with the mission of the parish especially the "Our Faith, Our Mission" parish initiative and the Diocesan "Real Presence, Real Future" initiative. Membership and active participation in the "Word on Fire Institute" is a plus.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Parish Employee Policy Manual, and in compliance with Civil Law, as well as both Universal and Particular (Diocesan) Canon Law of the Catholic Church.

Essential Job Responsibilities:

1. Take on new roles in the parish to implement the parish's mission, purpose, and vision.
2. Collaborate with the Pastor to provide K-12 students (SM school and public school) personal encounters with Christ and equip them to be missionary disciples.
3. Understand and assist with the vision of the Dominican Sisters of Mary, the Mother of the Eucharist in the school by working in close collaboration with the School Principal and Middle School Theology Teacher at St. Michael School to create opportunities for further formation for school students.
4. Direct the planning, implementation, and evaluation of a comprehensive catechetical program for kindergarten through 8th grade, including formation for sacraments. This may include a focus with a Family Catechesis Model and the Catechetical Institute of University of Steubenville, or other programs as approved by the pastor.
5. Provide Sacramental formation for High School students as needed.
6. In conjunction with the Damascus Youth Ministry Team, train a core team of adult and youth leaders.
7. Act as a liaison and communications person for Damascus Youth Ministry Team.
8. Provides adequate resource materials for the staff and volunteer leaders.
9. Serve as an active engaged member of the parish staff and pastoral council.
10. Work with the Pastoral Catechetical Team to foster lay leadership development for youth ministry by recruiting, training, supporting, and supervising teams of adult catechists, volunteers, and youth leaders.
11. Assist the Pastoral Catechetical Team in all duties, recognizing when to lead and when to follow as outlined in job description.



12. Provide monthly catechesis opportunities for parents, focusing on parents as the first teachers of the faith.
13. Provide parent meeting content
14. Keeps the parish informed of youth activities and advocates for ongoing parish support and involvement, especially through the Parish Pastoral Council.
15. When applicable, support and promote youth and adult ministry initiatives in the parish or connect them to Deanery and Diocesan programs.
16. Assists with the implementation of the Parish Summer Vacation Bible School
17. Regular attendance and punctuality are essential for this job.

Education/Experience: BA in Religious Education/Catholic Theology or equivalent is preferred. Other Graduate Level Degrees or higher may be accepted by the Pastor provided that some course work in Catholic Theology is pursued or maintained during employment.

Minimum 3 years' parish religious education experience or similar experience is preferred; familiarity with principles and dimensions of adult faith formation, catechist formation, young adult ministry and total youth ministry is preferred; proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative minister.

Job Related Skills: Experience with catechetical methodology and adult learning process; experience in ecclesial/ministerial visioning and planning including familiarity with Church structures and systems

Interpersonal Skills: The ability to work with others in a collaborative team environment
Language skills: Strong oral and written communication skills are required; ability to read and comprehend instructions, write correspondence, and memos.

Compensation is commensurate with the candidate's education and experience. Full-time benefits are according to Diocesan policy. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" program.

Send cover letter, resume, and references to:
Fr. Anthony A. Dinovo, Jr. Pastor at adinovo@saintmichael-cd.org