



CENTER FOR THE NEW EVANGELIZATION

PERSONNEL POLICY GUIDELINES FOR PARISHES JOB DESCRIPTION

I. Identifying Information

Position Title:	[Associate] Director of Youth Evangelization (6-12)
Status:	Full-time, Exempt, 12 months
Reports to:	Pastor, or Director of Evangelization

Overview of Position

The [Associate] Director of Youth Evangelization reports to the Director of Evangelization (if applicable) and is a key member of the Evangelization Team. The Associate Director has responsibility for all efforts of accompanying youth, grades 6-12¹, (and their families) through the Process of Evangelization and Discipleship, so that youth encounter Christ, are known, seen, and loved, and become missionary disciples.

Job Responsibilities

- To create, implement, and (annually) evaluate a comprehensive approach to Evangelization for Youth, taking into consideration the role of the family and preparation for the Sacrament of Confirmation
 - Is able to articulate and implement a clear vision/mission for Youth Evangelization to parents, youth, staff, and parishioners
 - Maintains good communication with the families and youth about gatherings and expectations offering transparency and support
- Using the Process of Evangelization and Discipleship as a guide, offers a variety of programming, events, gatherings, and opportunities to meet the varying needs of Youth

¹ This presupposes that either the Director for Evangelization or a second Youth Evangelist is covering PK-5th Grades; otherwise, this role would require all youth, from Baptism through 12th Grade. Additionally, the ideal is that you would have two Youth Evangelists who can divvy up the responsibility: Youth Evangelist for grades 6-8 and a Youth Evangelist for grades 9-12; with a shared responsibility of Sacramental Preparation for Confirmation.

- In addition to weekly/bi-weekly gatherings, this may include retreats, conferences, camps, mission trips, and the like
- Emphasis in accompaniment and meeting in smaller groups of youth; going where youth are (i.e. sport events, dance competitions, coffee shops), always in compliance with safe environment
- Overseeing and implementing the Sacramental Preparation for Confirmation and ensuring it connects into the broader vision of Youth Evangelization at the parish
 - Coordinates with the Parish School (if applicable)
- To recruit, equip, and accompany a team of adult evangelists to help with efforts in Youth Evangelization
 - Includes practically equipping adults for serving in Youth Evangelization (i.e. schedule, resources, training in methodology);
 - Offering feedback and evaluation of volunteers; bi-annual one-on-one's for faith sharing and support;
 - Regular gatherings for the Youth Evangelization team in which they can share of life, prayer, and formation for the mission of Youth Evangelization, through retreats, bi-weekly/monthly gatherings, trainings and the like
- Helps build bridges for high school graduates to college campus ministers and from college campus ministers to the Director for Adult Evangelization
 - For the college-aged working young adult (18-23 years old), connect them to a local campus ministry or with the Director for Adult Evangelization
- Plans and promotes an annual calendar of programming and formational opportunities. Oversees the marketing and advertising of programs and events (includes social media, website, bulletins).
- Conducts program evaluations and assessments to determine effectiveness of opportunities and refine efforts; includes evaluating volunteers.
- Coordinates registration and collection of fees for programs (works with Director of Evangelization and/or administrative assistant)
- Collaborates with the Evangelization Team to implement a comprehensive evangelization plan
- [If applicable] Duties as assigned by the Pastor or Director of Evangelization

Candidate Expectations

- Must complete and maintain SafeParish training and background check
- Must participate in continuing education and formation in catechesis, theology, spirituality, and methodology.

- Highly recommend staying connected to and collaborating with the ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training
- Must be able to mentor and accompany youth at different stages of the evangelization process.

V. Education, Training, and Experience

- Strongly prefer a Bachelor's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
- Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments, and able to speak of one's relationship with Jesus
- Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
- Must have experience mentoring and accompanying adults at different stages of the discipleship path
- Must be able to pray in front of and with others, to lead and participate in spontaneous prayer
 - Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/apprenticing situations and in large group settings.

VI. Working Environment

This position requires frequent evening, weekend and off-site work.

This position requires close collaboration with other members of the Evangelization Team

VII. Acknowledgement

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

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date