

JOB DESCRIPTION:

DIRECTOR OF RELATIONAL AND YOUTH MINISTRY FOR MIDDLE AND HIGH SCHOOL CATHOLIC CHURCHES OF THE EAST SIDE OF DULUTH

St. Michael’s, Cathedral of Our Lady of the Rosary, St. Mary Star of the Sea, St. Benedict’s, St. John’s & St. Joseph’s

Job Title:	Director of Relational and Youth Ministry for Middle and High School
Department:	Faith Formation
Reports To:	Fr. Anthony Wroblewski
FLSA Status:	Exempt, Ministerial Exception
Prepared Date:	05/26/2021
Schedule	Part Time flexible schedule that includes weekend and evening hours

SUMMARY

The mission of this position is to produce Disciples of Jesus Christ, through creating an environment where young people can encounter the Lord, and also learn more about the faith, and be supported by their peers and adult leaders.

This position is self-lead and relies on self-management, initiative, organization and a love for God and His young people. The director is the primary employee responsible for leading and organizing this ministry and must be capable of envisioning the ministry goals, and then taking the appropriate steps to achieve those goals. This position requires monitoring, scheduling, and evaluating multiple aspects of the program. The director will need to be comfortable working with a team dedicated to Faith Formation and producing disciples of the Lord.

The director is responsible for opportunities whereby Faith can be sparked and nourished through retreat experiences and other opportunities for building relationships with our young people. In addition to the actual ministering to young people, the position includes administrative duties and planning responsibilities, and working with the other Faith Formation directors.

The director will need to be a skilled communicator and constantly looking for ways to improve communication between students, discipleship leaders, parents and volunteers.

CONTEXT

This position supports the mission and parishioners of this Catholic parish and exists to help fulfill the evangelical/educational mission of Christ’s Church as defined by the mission of the Diocese of Duluth

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collaborate with the pastors and staff in implementing a vision for evangelization and faith formation.
2. Cooperate with the Elementary and Middle and High School directors.
3. Help to establish and maintain committed discipleship relationships with adults and youth.
4. Develop programming that is appropriate for age, maturity and level of cognitive development.
5. Research and implement ways to motivate inactive youth.
6. Maintain a level of knowledge and skills required for this ministry through reading, research, and participation in pertinent workshops, classes, and conventions.
7. Continuously broaden and deepen personal knowledge of the Catholic Faith.
8. Organize fundraising opportunities for students and manage fundraising accounts.
9. Willing to collaborate and assist in Diocesan events and youth ministry efforts.

10. Attend monthly diocesan youth ministry and DRE meetings and weekly Faith Formation meetings when available.
11. Encourage and promote participation in retreats, camps and mission trips organized at the diocesan level, as well as work with other youth leaders to plan and execute them.
12. Performs other duties as assigned.
13. Due to the nature of this position, hours will be highly flexible. But participation in the requisite retreats and related experiences is most important.

GENERAL RESPONSIBILITIES

Maintain a current level of knowledge and skills required to effectively serve in this position. Must be able to follow the guidance and direction of the pastor to carry out the vision and mission of our parish. Must model high moral and ethical standards essential to the parish and the Catholic faith.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

1. College Degree, ideally in Theology, Catholic studies, but not strictly required if sufficiently knowledgeable in the Catholic faith expressed in the Catechism.
2. Experience working in a Catholic environment in Faith Formation and Evangelization.
3. Familiar with the New Evangelization and various models for parish ministry and evangelization.

LANGUAGE SKILLS

1. Must possess exceptional interpersonal, communication, verbal, and written language skills.

OTHER EXPERIENCE/SKILLS

1. An active, Confirmed, practicing Roman Catholic.
2. The ability to work effectively and collaboratively with members of the pastoral and administrative staff, parishioners, volunteers and community leaders.
3. Flexibility with respect to working evenings and weekends.
4. Computer skills including competence in Microsoft Office software and social media.
5. Passionate about young people and parish ministry.
6. Self-management abilities and motivation.
7. Energy, commitment, flexibility and creativity.
8. Proficient in organizing and teaching, with exceptional leadership and communication skills.
9. Must be able to maintain confidentiality at all times.
10. Successfully pass a criminal background check.

CERTIFICATES, LICENSES

Valid Driver’s License.

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 these essential functions. While performing the duties of this job, the employee is required to stand, sit, walk, use hands to feel objects with tools or controls, reach with hands and arms, talk and hear. The employee must occasionally lift and/or move objects up to 20-25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional church and office setting with individual work spaces and equipment. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Some travel is required. Weekend and evening work is required.

ACKNOWLEDGEMENT

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____