

JOB DESCRIPTION

Position Title: Director of Youth Faith Formation

Department: Office of Faith Formation

Reports to: Director of Faith Formation

General Description:

- Responsible for Middle School and High School Confirmation and Youth Programs
- Work to foster the personal and spiritual growth of St. Monica's youth.
- Empower St. Monica's youth to be disciples of Jesus Christ in the world.
- Draw youth into responsible participation in the life, mission, and work of the Catholic Church.

Confirmation Program Responsibilities:

- Develop and carry out the curriculum and calendar for the Confirmation and First Communion program for Middle school and High school students.
 - Ensure that all Confirmation requirements are fulfilled by students and parents.
 - Coordinate parent formation sessions with the Director of Faith Formation, Director of Hispanic Ministry, and Children's Faith Formation Director.
 - Oversee the midterm and final assessments for students and parents.
 - Coordinate Confirmation family Sunday Mass participation.
- Oversee the Confirmation Liturgy.
 - Communicate in a timely manner with the Diocesan Office of Worship to coordinate Confirmation dates and liturgy.
 - Lead rehearsal for Confirmation liturgy following the Diocesan requirements.
- Recruit and form a team of catechists.
 - Provide weekly training/formation for Catechists to enable them to execute the vision of the program.
 - Provide resources for catechists.
 - Ensure that all volunteers are in compliance with Safe Environment guidelines.
 - Organize monthly plenary meetings with catechists.
- Plan and lead Confirmation retreats.
- Coordinate extracurricular activities and group service projects.
- Maintain continuous communication with parents, students, and volunteer catechists.
- Facilitate the transition from Confirmation to ongoing youth formation.
- Other duties as assigned.

Youth Program Responsibilities:

- Develop and coordinate activities for St. Monica's parish and parish school youth which enable them to know, experience, and celebrate their Catholic faith.
- Recruit and form a team of volunteer leaders.
- Oversee fundraising for special events, camps, or retreats.
- Other duties as may be assigned.

Administrative and General

- Manage the Confirmation and Youth program budgets.
- Participate in weekly staff meetings and faith formation team meetings.
- Assist with other parish faith formation activities as needed.
- Help with other office duties as needed.

Knowledge, Skills and Abilities

- Active Catholic in good standing with the Church.
- Able to articulate the faith clearly in a group setting and weave together faith and culture.
- Must pass a background check and be Safe Environment cleared at St. Monica.
- Willing to adhere to all church policies.
- Ability to work with staff, volunteers, and parish members.
- Self-motivated, creative, resourceful, and a team player.
- Excellent administrative and organizational skills.
- Must be fluent in Spanish and English.

Education

- Bachelor/ Master Degree in theology or related field and/or extensive experience in faith formation.
- Experience in working, coordinating, and directing Youth Ministry or Faith Formation programs or a related educational field.

Hours

- Full time with benefits.
- Days and hours of work are flexible but must maintain some day time office hours.
- This position entails frequent evenings and weekends.