

## **PERSONNEL POLICY GUIDELINES FOR PARISHES**

### **JOB DESCRIPTION**

#### **I. IDENTIFYING INFORMATION**

- Position Title: Associate Director for Youth Evangelization (9th-12th Grades)
- Location: Saint Francis of Assisi Parish and Incarnation Parish, Northeast 4 Family
- Status: Full-time, Exempt, 12 months
- Reports to: Director of Evangelization

#### **II. PRIMARY FUNCTION OF THIS POSITION**

- Develop and direct youth ministry to high school youth for St. Francis of Assisi and Incarnation Parishes, Northeast 4 Family.

#### **III. POSITION CONTENT**

##### **A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Identify, train and support parish leadership teams of youth and adults who, together with existing parish commissions, will implement the 8 components of youth ministry as found in *Renewing the Vision: A Framework for Catholic Youth Ministry*, USCCB, 1997.
  - Advocacy
  - Catechesis
  - Community Life
  - Evangelization
  - Justice and Service
  - Leadership Development
  - Pastoral Care
  - Prayer and Worship
2. Coordinate the catechetical efforts for high school youth utilizing a comprehensive youth ministry model, including confirmation.
3. Utilize effective means of communicating to youth and their families the variety of ministry and program opportunities available.
4. Develop and maintain a budget at the direction of the Director of Evangelization and the Business Manager.
5. Provide ongoing education and consciousness-raising for the broader parish in regards to a vision of youth ministry, youth culture, adolescent development, youth needs, etc.
6. Serves as the liaison to other youth-serving agencies within the broader community as well as to the Archdiocese of Cincinnati.
7. Advocate for participation by youth in the ministries and service organizations of the parish.
8. Develop and utilize evaluative tools for all aspects of the ministry

## **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

### **A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)**

(From NFCYM Competency-Based Standards, 1996)

1. An Associate Director of Youth Evangelization (ADYE) is a person of Christian faith who strives to live a life guided by the Gospel, rooted in regular personal prayer, and lived out in the Catholic faith community.
2. An ADYE's faith has been formed in the Catholic theological tradition; an ADYE is knowledgeable in Sacred Scripture, Christology, Ecclesiology, Catholic Doctrine, Sacramental and Moral Theology.
3. An ADYE is an effective leader and administrator; skilled in communication, pastoral planning, budgeting, legal concerns and managing volunteers.
4. An ADYE understands the needs, development and culture of youth and is able to effectively respond to these in ministry programming.
5. An ADYE understands and effectively apply the principles, processes and methods of:
  - adolescent evangelization and catechesis.
  - individual, communal and liturgical prayer in ministry with
  - young people.
  - building community with young people.
  - pastoral care for youth.
  - youth formation in justice and service.
  - leadership development for adults and youth in youth
  - ministry.
  - Advocacy on behalf of youth and youth ministry.
6. An ADYE understands the critical role that families play in the healthy formation of youth and can effectively integrate a family perspective into youth ministry.
7. An ADYE understands the importance that cultural heritage brings to the development of faith. A CYM can integrate multicultural experiences into all dimensions of youth ministry and can respond to the unique needs of youth from different cultural heritages.
8. An ADYE is knowledgeable about, and able to effectively utilize, a variety of resources in youth ministry.

### **B. EDUCATION, TRAINING AND/OR EXPERIENCE**

- Bachelor's Degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, related field, NET Ministry, or 5 years of Youth Ministry experience.
- Certification in Youth Ministry

## **V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

- Responsible for a defined budget.

## **VI. WORKING ENVIRONMENT**

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

Employees of St. Francis of Assisi Catholic Church and Incarnation Parish will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Francis of Assisi Catholic Church and Incarnation Parish. 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.

## **VII. ACKNOWLEDGEMENT**

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

---

Employee Signature

---

Date

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. It is the right of the employer to revise this job description and to require that other tasks not listed be performed as needed.*