

Communion of Saints Parish Director Youth Ministry

Position Title: Parish Director of Youth Ministry
Classification: Part-time Non-Exempt
Supervisor: Pastor

Communion of Saints Parish
2175 Coventry Rd.; Cleveland Hts., OH 44118

Start Time: On or around July 1, 2024

SUMMARY

Under the direct supervision of the Pastor and in accordance with established policies and procedures, is responsible for the development, coordination, supervision, and execution of parish programs designed to engage and educate the youth of the parish. Will act as an advocate and link for youth and their families to the pastoral team, the parish family, and the surrounding community.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/CERTIFICATION

Bachelor's degree in Theology, Religious Education, or related educational field, and/or certificate in ministry or theology, or two to three years related experience in education of youth.

EXPERIENCE

Must be a fully initiated and active Catholic in good standing.
Must have two to four years experience of Catholic catechist/teaching and one year of administrative experience. Must have excellent leadership skills, an active faith life, ability to work collaboratively with others, experience in areas of responsibility in ministry and have previous experience in developing and administering programs to meet assessed needs.

LEADERSHIP

Demonstrated ability to set priorities and organize work effectively and efficiently, ability to compose correspondence, minutes, and/or reports. Ability to represent the parish well to others. Is dependable and responsible in carrying out duties and responsibilities and meeting deadlines. Ability to work with and coordinate activities with staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- The youth minister provides vision and coordination for the parish's efforts in ministry to young people from 6th through 12th grades.
- In coordination with Pastor is responsible for developing and creating responses to the catechetical needs of the youth of the parish
- Facilitate Youth Leadership Team, which is responsible for planning, implementing, and evaluating a Comprehensive Youth Ministry Program
- As a part of Comprehensive Youth Ministry encourage involvement of young people in the life of the parish and coordinate the outreach and evangelization of all young people in the parish
- Ongoing development of Comprehensive Youth Ministry based on USCCB Document "A Vision For Youth Ministry" and subsequent documents
- Responsible for developing a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats, settings, and timeframes.
- Responsible for planning, attending, and facilitating regular sessions for middle and high school youth.
- Serve as liaison to the Diocesan Youth Ministry Office and their programs, services and resources.
- Participate in ongoing training through diocesan programs.
- Involve parish youth in diocesan sponsored activities and events.
- Responsible for maintaining resources.
- Assist the Coordinator with Confirmation program.
- Attend regular staff and parish council meetings.
- Responsible for regular communication with staff about parish youth ministry.
- Responsible for preparing, and maintaining an annual budget.

Assumes and/or performs additional related duties as requested and assigned by the Pastor.

SUPERVISORY RESPONSIBILITIES

This job has the responsibility of overseeing volunteers as needed in the programs.

This is a 25 hour per week position. Some evening and weekend work is required.

TO APPLY: Deadline for Applications: June 14, 2024

Resume and three references should be submitted (e-mail preferred) to:

The Rev. Anthony J. Marshall.

Email: office@communionofsaintsparish.org

Telephone: (216) 321-0024.