Evangelization and youth coordinator

Ministry Description

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| **Accountability:**  | Reports to Discipleship Ministry Director |
| **Supervisory Responsibility:**  | Volunteers |
| **FLSA Status:** | This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.  |
| **Hours:**  | Part-time  |
| **General Summary:** | Leads a parish youth ministry program founded in the Gospel that inspires and ignites the Holy Spirit in the hearts of the youth, and equips them to live out their faith in their daily lives. Coordinates evangelization at the parish among adults and youth, especially through building up small groups of missionary disciples within the parish. |

**Parish mission:** Making Jesus’ command our own to *“Go, Make Disciples, baptizing them…and teaching them to observe all the I have commanded you.”* (Mt 28:19-20)

**Parish Vision:** *Inviting ever person to become ever more a child of God through life changing encounters with Jesus.*

**Principal Duties and Responsibilities**

* Recruits, trains and provides formation to adult youth ministry volunteer team.
* Recruits, trains and supports volunteer parishioners for their work of evangelization in the Flushing community.
* Collaborates with the pastor and other parish ministers to grow the faith of parishioners and promote cohesive and effective evangelization.
* Develops and implements inspiring programs that address the interests, attitudes, beliefs and formation gaps of the youth and adult parishioners.
* Continually fosters community among the youth, their families and the parish community, including between our school families and the greater parish community.
* Develops and sustains a network for reaching out to youth at both public schools in our community and Powers Catholic High School.
* Provide opportunities for youth to hear and respond to the Gospel message to spread the good news. (Service opportunities, retreats, conferences, etc.). Provide opportunities for encounter and participate at youth encounter events––regional/deanery gatherings, Diocesan gatherings (like DYLC), World Youth Day, Damascus camp, etc.
* Helps youth develop ministry and leadership skills.
* Assist with and participate in liturgical celebrations that involve the youth throughout the year.
* Assists in the planning, implementation and sustaining of Catholic Connect groups (or similar small groups of missionary disciples) within the parish.
* Oversees current retreat and evangelization efforts, like Welcome retreats. Develops and directs all activities and programs that help equip our parishioners to and/or carry out the work of making disciples.
* Collaborates with OCIA and Liturgy Coordinator to facilitate evangelization, especially reaching out to Catholics within our community who are inactive in the practice of their faith.
* Attend parish staff meetings and other parish meetings.
* Submit and monitor an annual budget, and submit required reports, in a timely manner.
* Maintain necessary records.
* Assists pastor and parish in cooperating with other parishes in its grouping and deanery to help our diocesan vision for parishes become a reality here at St. Robert Bellarmine.

**Knowledge, Skills, and Abilities**

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| Education and Formation: | Bachelor's degree or equivalent in theology or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning preferred. Formation in current Church documents and effective parish practices on the new evangelization preferred.  |
| Experience: | Minimum of two years of experience as a catechist or involvement in other parish ministry required. Experience in youth ministry preferred. Must have stayed current on trends in catechetical ministry. Time spent serving as a FOCUS, SPO or similar missionary preferred. |
| Require: | Must be a missionary disciple, including being a practicing Catholic in good standing with the Church and fully committed to Catholic moral teachings and tradition. Must have a valid driver's license. Must pass background check and attend Virtus Child and Youth Protection Training.  |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending when coordinating various educational programs and presentations. Employee is expected to work onsite. Some travel is required. Must be able to lift a minimum of 40 lbs. Weekend work is required.  |

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.