

Youth & Young Adult Discipleship Coordinator

Position Description

Title: Youth & Young Adult Discipleship Coordinator (YYADC)
Reports to: Director of Faith Formation and Discipleship
FSLA: Full Time/Exempt
Effective Date: TBD

GENERAL SUMMARY

The mission of St Charles Borromeo Parish is **To build a community of faith united with Christ in the Eucharist, living as disciples, sharing God's love and grace.** Every member of the Pastoral Ministry Team (parish staff) is expected to advance this mission through the practice of stewardship using the values of hospitality, prayer, formation, and service.

The primary focus of this position will be adolescents (Grades 7-12), young adults, engaged and newly married couples of the parish as they build friendships, seek spiritual mentorship, and participate in opportunities to mature as lifelong disciples with the help of intentional accompaniment. This focus aligns within the broader culture of St. Charles Parish which seeks to implement intentional discipleship and the small group approach throughout all parish ministries and create a seamless pathway of formation from childhood through adulthood.

The overall purpose of this position is to coordinate and serve as the point person for the youth and young adult evangelization efforts in our parish, utilizing spiritual mentorship together with the small group discipleship approach. Through this specific dynamic, we hope to provide our youth in grades 7-12, young adults as well as our engaged/young married couples with the meaningful relationships and intentional discipleship they seek to live as committed disciples of Jesus Christ in His church.

The primary role of the YYADC is to mentor and disciple adult mentees for this age group. This ministry position **will not** be expected to lead and organize a high volume of events, retreats, camps, and mission trips per year. Rather, the YYADC will organize a select number of occasional opportunities to assist in developing new small groups or recruiting new mentors. The primary goal of this position is to be a discipler of the adult mentees for this age group, building a group of intentional disciples that will go out and share the Good News of Jesus Christ and our Catholic faith with the youth and young adults of our community.

Our location has a working relationship with Live Jesus Ministries (LJM), a non-profit organization created in the Diocese of Toledo to help Catholic parishes and schools develop spiritual mentorship & small group discipleship ministries for the youth at their locations. The YYADC is expected to participate in Live Jesus Ministries coordinator connect groups on a monthly basis and complete the Live Jesus Ministries coordinator training and orientation. We also utilize the adult mentor training provided by Live Jesus Ministries and other resources that they offer.

DUTIES AND RESPONSIBILITIES

- A. Spiritual Mentorship and Intentional Discipleship (Middle School/High School/Young Adult)**
- Coordinate and oversee all Live Jesus discipleship groups in the parish
 - Recruit, train, form, and support adult spiritual mentors
 - Launch new discipleship groups
 - Support mentor community
 - Organize select retreats, service opportunities, and large group gatherings according to the LJM model.
 - Work closely with Live Jesus Ministries staff

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B. Sacramental Preparation

- a. Coordinate Confirmation (8th Grade) preparation using the Spiritual Mentorship approach.
- b. Oversee backend needs and details for Confirmation program
- c. Integrate Confirmation into ongoing discipleship rather than an endpoint
- d. Assist the Director of Adult Faith Formation & Discipleship in the accompaniment of adolescent youth journeying through the OCIA process using the Spiritual Mentorship approach
- e. Coordinate mentor couples and accompany engaged couples through marriage preparation.

C. Parish Ministry

- a. Serve as a member of the Pastoral Ministry Team (parish staff).
- b. Collaborate regularly with the Evangelization & Discipleship Team in order to help develop and integrate the small group culture parishwide.
- c. Perform other duties as assigned by the Pastor or Director of Adult Faith Formation & Discipleship.

Knowledge, Skills, and Abilities Required

- Five or more years as a faithful, active disciple of Jesus within the Catholic Church.
- Two years of successful full time or volunteer work experience within youth evangelization.
- Practicing Catholic, registered at St. Charles with a solid praxis of and commitment to Gospel values, Catholic moral and social teachings, Church doctrine, and Church structure.
- Is committed to prayer (personal and communal), has a heart for youth, approaches situations with optimism, and practices ministerial maturity.
- Motivated self-starter with a strong desire to share his/her Catholic faith through relational ministry.
- Must be flexible, self-confident, assertive and persuasive.
- Must have the ability to develop and maintain positive relationships with employees at all levels.
- Advanced computer skills in the following or related software/tools: Adobe suite products, excel/sheets, google workspace, propresenter, Parishsoft, MSP, etc.
- Excellent research, interpretive, writing, editing, proofreading, presentation and interpersonal skills.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities while working within the constraints of an annual budget. Attentive to detail.
- Ability to empower and delegate responsibilities.
- Ability to maintain confidentiality and navigate conversations about sensitive issues.
- Ability to work several evenings per week and several weekends per year. Limited travel required.
- Must successfully pass the required BCI/FBI background check prior to employment and every five years.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

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Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position may require some evening and weekend hours.

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Receipt and Acknowledgement

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the Diocese of Toledo and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor/Pastor Signature

Date