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# BLESSED SACRAMENT PARISH

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## Employment Opportunity

**Date:** March 2, 2018

**Deadline:** April 13, 2018

**Parish:** Blessed Sacrament (Newark)

**Status:** Part-time--20 hours per week

**Position:** Director of Youth Ministry and Faith Formation **Practicing Catholic:** Required

**Position Summary:** The Director of Youth Ministry and Faith Formation has responsibility for directing the parish pastoral ministry to young adults and overseeing faith formation programs. There is a special emphasis on family ministry.

### **Job Responsibilities:**


1. Create, design, maintain and evaluate areas of pastoral ministry to youth and their families.
2. Collaborate and share in pastoral ministry to entire parish community.
3. Supervision of additional staff, paid and/or volunteer program leaders.
4. Share leadership in community, deanery and diocese ministry to young adults.
5. Coordinate and oversee the development and implementation of ongoing RCIA education for the Parish. Coordinate the Parish C.C.D. program.
6. Act as liaison between the parish and the Diocese in youth ministry and faith formation.
7. Prepare and manage the youth ministry and faith formation budget.
8. Maintain membership and participation in appropriate National, Regional, and Diocesan Organizations as required.

**Job Related Skills:** Project planning and tracking skills, budget preparation and tracking skills, along with the ability to multitask are mandatory for this position. Solid understanding of youth ministry principles and practices along with youth ministry experience on the parish and diocesan level are mandatory. Capacity lead parish programs and work with volunteer team members. Strong writing skills, excellent speaking and teaching skills, along with the ability to speak to a diverse audience from priests, to parents, to young people is required. Computer, audio/visual, and video production skills are all necessary in creating youth ministry programs on large scale.

**Education:** BS or BA required in a relevant degree in theology or religious education. Master's Degree is highly recommended. Certification in youth ministry from an accredited national youth ministry program is highly recommended. All candidates lacking necessary certification must achieve certification within an agreed upon timeline.

**Experience:** Three to five years of youth ministry experience or similar experience is preferred; familiarity with youth ministry principles and dimensions of young adult and youth ministry is preferred. Proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative minister.

**Working Environment:** The ability to maintain all information highly confidential. Regular evening and weekend work hours required. Must be willing to travel occasionally and participate in continuing education for personal and professional faith development.



Compensation is commensurate with candidate's education and experience. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course.

Send cover letter, resume, and references by Friday, April 13, 2018 to:

Father Jonathan Wilson, Pastor  
[FatherWilson@blsac.net](mailto:FatherWilson@blsac.net)