
SAINT ANDREW PARISH



Employment Opportunity

Date: April 9, 2018

Reports To: DRE/Pastor

Position: Coordinator of Youth Ministry

Deadline: May 7, 2018

Status: Full-time

Practicing Catholic: Required

Position Overview: This salaried, full-time position directs a comprehensive youth ministry program for members of the parish in grades 6-12. This program's goals are to empower the young people of the parish to live as disciples, draw members into greater participation in the life, mission, and work of the parish and greater Church, and foster the spiritual growth of the members of the youth ministry program. The person in this position is familiar with the eight components of youth ministry as outlined by the United States Council of Catholic Bishops in "Renewing the Vision" and utilizes each of these components to build a comprehensive program.

Job Responsibilities:

- Recruit, equip, and form Core Groups of Adult Leaders for both the middle school and high school programs and a Student Leadership Team for the high school program. Provides training and enrichment to these groups through regular meetings and a yearly retreat.
- Seek input from, and develop a relationship with, parents that is conducive to open communication between the parents and youth.
- Facilitate the planning, implementation, and evaluation of long and short-term program goals that provide a holistic approach in meeting the needs and interests of youth.
- Network with similar positions in other organizations throughout the greater Columbus area, with emphasis on those parishes within the NW Deanery of the Diocese, to share experiences and identify opportunities for collaboration.
- Participate in Diocesan sponsored training programs and retreats.
- Oversee parish youth retreats and outings. In collaboration with the DRE, oversee the parish Confirmation retreat.

■ 1899 McCoy Road

■ Upper Arlington, OH 43220

- Administer the implementation of and compliance with, the Catholic Diocese of Columbus' Safe Environment Policies for St. Andrew Parish, ensuring a safe environment for children and vulnerable adults and prepares information for Parish Audit.
- Plan and submit an annual budget. Works within the constraints of the approved annual budget.

Education/Experience

- Four-year degree in Catholic Theology or related field, or equivalent experience preferred.
- Appropriate and adequate knowledge of Church Teachings.
- Experience in building community and intentionally investing in individuals preferred.

Job Related Skills for the Position:

- Strong relational skills.
- Strong public speaking and teaching skills.
- Working knowledge of computer (primarily Microsoft Office & Google Programs).
- Adept at using social media.
- Self-motivated to complete the responsibilities of the job with minimum supervision.
- The ability to exercise discreet judgment in maintaining all information highly confidential.

Compensation is commensurate with candidate's education and experience. Full-time benefits are according to Diocesan policy. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" program.

Send cover letter, resume, and references by Monday, May 7, 2018 to:

Monsignor Stephan Moloney, Pastor
smoloney@columbuscatholic.org