



SAINT JOSEPH PARISH

POSITION DESCRIPTION

Position: Youth Formation Director

FLSA: Full Time/Exempt

Reports to: Parochial Vicar

Effective date: July 1, 2021

General Summary: The Youth Formation Director administrates (designs, develops, directs, and evaluates) a parish catechetical program for young people from pre-school through high school and provides leadership to assist the parish community in building a solid foundation of catechetical and formational ministry and outreach.

Essential Duties and Responsibilities:

- Designs and implements catechetical programs for the designated age group which meet the needs of the parish community, including the parish school.
- Develops goals, objectives, and implements strategies for the religious education program.
- Collaborates with and maintains a friendly relationship with the pastor, other parish staff members, catechetical staff, and Diocesan Education Office to establish goals, objectives and strategies for the religious education program.
- Prepares and schedules sacramental preparation programs for students and parents.
- Recruits, hires, trains, supervises and evaluates catechists and support staff at each grade level.
- Coaches, counsels, advises, and visits with students, parents and teachers when classroom problems arise.
- Develops individualized programs for parishioners with special religious education needs.

- Identifies and enables leadership within the community to take responsibility for program components.
- Coordinates and plans liturgical/sacramental rites for Religious Education and Parish School students, in collaboration with the Parochial Vicar.
- Meets regularly with parish staff for planning and coordination of parish programs.
- Evaluates the religious education programs of the parish in relations to the goals, objectives and strategies.
- Conducts program evaluation at all levels.
- Collates evaluation information and gives feedback to appropriate groups (parish staff, program participants, etc.)
- Adjusts religious education programs in relation to parish feedback and current professional literature.
- Proactively meets with coordinators of programs to elicit further information regarding evaluation and future planning.
- Oversees Parish Youth Minister and collaborates with the Youth Minister on the development of Parish Youth Ministry Programs.
- Oversees the parish Catechesis of the Good Shepherd catechist and programming.
- Collaborates with the Saint Joseph Parish School Principal to develop a solid catechetical and formation program in the parish school.
- Creates, prepares and monitors an annual budget (income and revenue allocation) for the operations of Religious Education and Youth Ministry programs.
- Obtains resources (AV, parish, library, textbooks and liturgical materials) which complement the religious education efforts in the parish; orders textbooks, teaching materials and other resources needed.
- Communicates in a friendly and supportive manner with participants, parents and the parish-at-large to keep them informed of religious education efforts.
- Adjusts program components (space, time, materials, human and physical resources) as needed.
- Confers with other ministry members to develop ways which encourage support of or participation in religious education activities.
- Pursues further education/professional development.
- Shares responsibility with other staff members for building maintenance, improvement, space design and maintenance equipment.
- Coordinates faith formation opportunities for parents of children in the parish.

Knowledge, Skills, and Abilities Required

- Must be a practicing Catholic
- Must possess a degree in Theology or Education. A degree in Theology should be from a Catholic University. Candidates with a degree in Education should have significant course work in Theology.
- Some classroom experience is a plus
- Comfort with intergenerational teaching
- Familiarity with catechetical instructional best practices;
- Experience and comfort utilizing various forms of technology;
- Experience managing people
- Ability to work some evening and weekend hours;
- The ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Exercises considerable independence and judgment with a high level of confidentiality, working with sensitive and privileged information.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through and simultaneously manage multiple priorities.
- Must successfully pass the required background check and all requirements of the Diocesan Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

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.

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 50 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 does require some evening and weekend hours.

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