
SAINT MICHAEL PARISH



Employment Opportunity

Date: September 20, 2021

Reports To: Pastor

Position: Coordinator of Parish Youth Catechesis

Deadline: Until filled

Status: Full-time

Practicing Catholic: Required

Position Overview: This salaried, full-time position has responsibility for transmitting the Gospel message to the parish and school community. This includes forming people of all ages to be disciples of Jesus Christ through sacramental preparation, middle and high school youth ministry, children catechesis, and catechist training. The Coordinator of Parish Youth Catechesis will work in collaboration with the Coordinator of Adult Faith Formation and the Damascus Youth Ministry Team to work towards mission advancement within Saint Michael's parish and school aligned with the mission of the parish especially the "Our Faith, Our Mission" parish initiative and the Diocesan "Real Presence, Real Future" initiative. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the Parish.

Job Responsibilities:

1. Take on new roles in the parish to implement the parish's mission, purpose, and vision.
2. Collaborate with the Pastor to provide K-12 students (SM school and public school) personal encounters with Christ and equip them to be missionary disciples.
3. Understand and assist with the vision of the Sisters of Mary, the Mother of the Eucharist in the school by working in close collaboration with the School Principal and Middle School Theology Teacher at St. Michael's to create opportunities for further formation for school students.
4. Direct the planning, implementation and evaluation of a comprehensive catechetical program for kindergarten through 8th grade, including formation for sacraments. This includes a focus with a Family Catechesis Model.
5. Provide Sacramental formation for High School students as needed.

■ 5750 N High Street

■ Worthington, OH 43085

6. In conjunction with the Damascus Youth Ministry Team, train a core team of adult and youth leaders.
7. Act as a liaison and communications person for Damascus Youth Ministry Team.
8. Provides adequate resource materials for the staff and volunteer leaders.
9. Serve as an active engaged member of the parish, staff and pastoral council.
10. Work with the Coordinator of Adult Faith Formation and Damascus Youth Ministry Team to foster lay leadership development for youth ministry by recruiting, training, supporting, and supervising teams of adult catechists, volunteers, and youth leaders.
11. Assist the Coordinator of Adult Faith Formation and Damascus Youth Ministry Team in all duties, recognizing when to lead and when to follow as outlined in job description.
12. Plan and execute catechist training through bi-annual retreats and bi-weekly catechesis.
13. Provide monthly catechesis opportunities for parents, focusing on parents as the first teachers of the faith.
14. Provide parent meeting content.
15. Keeps the parish informed of youth activities and advocates for ongoing parish support and involvement.
16. When applicable, support and promote youth and adult ministry initiatives in the parish or connect them to Deanery and Diocesan programs.

Education/Experience:

MA in Religious Education/Catholic Theology or equivalent is preferred. Other Graduate Level Degrees or higher may be accepted by the Pastor provided that some course work in Catholic Theology is pursued or maintained during employment.

Minimum 3 years' parish religious education experience or similar experience is required; familiarity with principles and dimensions of adult faith formation, catechist formation, young adult ministry and total youth ministry is preferred; proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative minister.

Job Related Skills for the Position: Experience with catechetical methodology and adult learning process; experience in ecclesial/ministerial visioning and planning including familiarity with Church structures and systems.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Language skills: Strong oral and written communication skills are required; ability to read and comprehend instructions, write correspondence, and memos.

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 to:

Fr. Anthony A. Dinovo, Jr., Pastor at adinovo@saintmichael-cd.org.