

Job Description

Director of Youth and Young Adult Ministry (Wisconsin Rapids)

I. Specifications

Job Title: City Director of Youth and Young Adult Ministry

Reports to: Dean (Vicar Forane)

Coordinates with: Pastors, Parochial Vicars, & Assumption Chaplain

Schedule: Full Time (40 hours)

Salary Range: Commensurate

II. Qualifications

- a. Skills, knowledge, and abilities
 - i. Exhibits interpersonal communications, collaborative ministry, and public speaking skills.
 - ii. Some experience recruiting, training, and supporting volunteers.
 - iii. Some experience working/volunteering with programming for youth and young adults.
 - iv. Degree or a form of advanced certification in theology, catechetical ministry, youth ministry, or a related field.
- b. Background or Characteristics
 - i. Lives in full communion with the Catholic Church.
 - ii. Committed prayer life, both personally and within a parish community.
 - iii. Desire to inspire others to know and live the Catholic Faith.
 - iv. Commitment to ongoing formation and training in the ministerial field.

III. Personal Responsibilities

- a. Spiritual
 - i. Cultivates an active personal prayer life.
 - ii. Participates in sacraments and other forms of community prayer.
 - iii. Participates in at least one personal retreat each year.
- b. Professional Development
 - i. Participates in regular Deanery gatherings.
 - ii. Consult regularly with the Diocese of La Crosse to ensure the program meets expectations and utilizes best practices.
 - iii. Continues to further education/formation each year through workshops, classes, certificates, etc.
 - iv. Completes and remains current with diocesan Safe Environment training.

IV. Position Summary

The City of Wisconsin Rapids Director of Youth and Young Adult Ministry is responsible for the administration of the specific areas as listed below. This person consults regularly with the Wisconsin Rapids Dean, Pastors, and the diocesan Director of the Office of Youth and Young Adult Ministry to ensure that a visible ministry is being maintained and continually evolving to provide the best youth and young adult ministry possible in the City of Wisconsin Rapids.

Areas of Responsibility:

Catechesis

1. Recruit, train, and lead a team to coordinate a yearly Confirmation retreat.
2. Lead and teach Confirmation Sacramental Prep for Public and Catholic school students.
3. Lead and teach city-wide RCIA for high school students (grades 9-12).
4. Recruit, train, and lead a team to teach high school Faith Formation, including teaching *Theology of the Body*.

Outreach (youth and young adults)

5. Recruit, train, and lead a team for middle school youth ministry (monthly).
6. Recruit, train, and lead a team for high school youth ministry (monthly).
7. Recruit, train, and lead a team for the Dead Theologians' Society (monthly).
8. Coordinate and lead a young adult group (monthly).
9. Coordinate young adult summer opportunities such as Theology on Tap, Mission Trips, and group activities.
10. Create a post-confirmation program that focuses on continuing the youth to live as disciples of Christ and active members of the Church.

Coordination

11. Recruit, train, and lead a team to plan and implement two summer youth trips (e.g., Adventure Camp, Mission Trips, Steubenville, etc).
12. Assist priests/chaplain in vocational promotion and vocation trips (seminary or convent visits).
13. Recruit, train, and lead a team to coordinate the annual Deanery Youth Rally (grades 9-12).
14. Develop promotional materials for ministry initiatives for parish staff, parents, teens, and young adults.
15. Development of an online city-wide event calendar.
16. Acts according to the policies defined in *Safeguarding God's Children: NFCYM Policies for Protecting Young People*.