

Job Description

Job Title: Director of Youth Ministry/Confirmation Coordinator
Holy Family Church, Syracuse, New York

Exempt: No

Supervisor: Pastor

FT Position – 35 Hrs/Week

Summary: The Director of Youth Ministry/Confirmation Coordinator at Holy Family Church oversees the youth ministry program from 7th grade to 12th grade. This includes the Confirmation program, which begins in 9th grade and immediate preparation for the Sacrament of Confirmation is in 10th grade. Since Holy Family Church utilizes the Edge and LifeTeen Programs, the Director of Youth Ministry is responsible for working with the Edge Program Coordinator and the core teams for both Edge and LifeTeen to ensure that our young people are engaged in their faith and do their best, to know, love, and serve the Lord.

Essential Functions:

- To oversee and direct the overall youth ministry program at Holy Family Church.
- To collaborate with the Director of Faith Formation to ensure that the Confirmation program is carried out and the candidates are prepared adequately for the Sacrament of Confirmation.

Duties and Responsibilities:

- Create a yearly calendar for Edge and LifeTeen.
- Oversee the LifeTeen program, ensuring that there are many opportunities for the young adults to grow in their faith.
- Opportunities for youth to gather outside of Life Nights on Sunday
- Develop a strong bond with the Core Team for LifeTeen and empower them to engage in relational ministry with our young adults.
- Recruitment of young people for all programs. Outreach to local area schools as an opportunity to recruit young people
- Establish a relationship with Holy Family School and the Faith Formation Program as an opportunity to recruit young people into the Edge program and Youth Ministry
- Be able to recognize the needs of the young people and be creative in meeting their needs
- Recruitment of Core Members and catechists (when needed).
- Work with the Edge Coordinator to ensure that all needs are met for the Edge Program
- Outreach to families of LifeTeen students and opportunities for families to be actively engaged in the overall youth ministry program
- All administrative work for the Youth Ministry program
- Oversee the Confirmation program in conjunction with the Director of Faith Formation and the Administrative Assistant for Faith Formation

- Recruitment of catechists for the Confirmation Program
- Organize and create a yearly Confirmation Retreat for Confirmation Candidates
- Organize an evening of reflection each year for Confirmation Candidates and their Sponsors
- Work with the Faith Formation Office regarding the Summer Confirmation Program
- Creation of the yearly budget for Youth Ministry in conjunction with the Business Administrator and Pastor
- Conducts fundraising opportunities with the Core Team and members of the Youth Ministry program to offset the expenses of the various programs/trips throughout the year
- Organize and execute the yearly March for Life Trip in January and the Steubenville Youth Conference trip in July.
- Ensure all safe environment protocols are followed at all times.
- Ensures that the Code of Conduct for Youth Ministry is followed.
- Ensure that all volunteers are trained in safe environment protocols.
- Works closely with the Pastor/Parochial Vicar on all programs.
- A member of the Parish Staff and attends meetings and workshops as indicated by the Pastor.
- Occasional attendance at Parish Pastoral Council Meetings
- Other duties when required.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each duty satisfactorily.

Education and/or Experience: Bachelor's Degree or Certificate in Ministry. A minimum of five years' experience in catechetical ministry or youth ministry.

Other Skills and Abilities:

- A Catholic in good standing, who understands and supports the mission of the Church.
- A strong understanding of the *Catechism of the Catholic Church* and the ability to articulate and transmit the faith
- Strong communication skills (written and oral).
- Strong skills in organizing
- Ability to maintain confidentiality and pastoral sensitivity to delicate issues
- Experience working with the public and handling issues/complaints in a diplomatic manner
- Flexibility to be available for programming on evenings and weekends when necessary
- Strong grasp of technology and social media so as to be able to engage our young people

Cover letter and resume are due no later than, **Friday, April 5, 2019**. Please send to:

Rev. John Manno, Pastor
 Holy Family Church
 127 Chapel Drive
 Syracuse, New York 13219