Youth Ministry Coordinator Epiphany Parish Sun Prairie Wisconsin

Classification: Non-Exempt, Full Time

Reports to: Director of Faith Formation

Job Description

Summary/Objective:

To implement Epiphany Parish's commitment to youth ministry in a comprehensive manner. This includes the following elements: catechesis, evangelization, social action, community building, spirituality, liturgy, guidance, enablement and advocacy.

Essential Job Duties:

- Collaborates with Faith Formation team, staff and consultative bodies in implementing the mission of the parish.
- Assures the development of programs, experiences and activities for middle and high school youth that foster spiritual formation and growth. This should include but not be limited to retreats, faith formation sessions, social activity, recreation, athletics, outreach, youth-oriented liturgies and community service opportunities.
- Assures the development and implementation of faith formation for youth. Recruits, enables, directs, trains and supervises catechists, volunteers and other personnel for faith formation experiences for middle and high school youth. Collaborates with teachers in Catholic elementary and high school in developing and implementing youth ministry opportunities.
- Coordinates evangelization outreach programs to youth.
- Assures the development of programs and activities for youth that foster spiritual formation.
- Coordinates efforts to identify and involve youth in the life of the faith community.
- Serves as staff to parish youth core team or council
- Maintains a level of knowledge and skills required for this ministry through regular updating, reading, participation in workshops and conventions. Participate in local, regional, and national professional organizations as approved and appropriate.

Preferred Education and Experience

- Some experience (volunteer or paid) in education or catechesis
- Strong work ethic
- Associate, Bachelor or equivalent experience

Required Competencies

- Demonstrated understanding, respect and support of the Catholic Church's teaching, mission and values.
- Demonstrated ability to set priorities and organize work effectively and efficiently, including developing and maintaining effective record keeping systems.

Additional Qualifications

- Must be a person of faith, committed to the values of the Gospel, who provides sound leadership and responsible management of their duties.
- Has a service mindset when working with others.
- Ability to identify opportunities for improvement, evaluate issues and situations and propose and implement recommendations and solutions.

Supervisory responsibility

- Volunteers

Work Environment and Physical Requirements:

- Office environment
- Ability to attend outdoor events in all weather conditions

Travel Requirements

- None

Other Duties

This job description is not designed or intended to be a comprehensive or exhaustive list of all activities, duties, or responsibilities that are required of an employee in this job. Duties responsibilities and activities may change at any time with or without notice.