

St. John the Baptist

Position Description

Title:	Coordinator of Discipleship for Middle School Youth and Confirmation Preparation Focus: Families with Youth in Middle School, grades 6, 7, 8 and Lead 9 th grade Confirmation Preparation
Reports to:	Director of Discipleship & Mission, with input from school principal
Direct Reports:	None
FLSA:	Exempt, learned professional
Hours:	Full-time, 40+ hours per week
Schedule:	Will vary based on parish and school needs; evening and weekend time will be necessary. Participation in weekend Masses is essential.
Benefits eligible:	Yes
Last revision:	May 2019

Job Purpose: To assist the parish with the ministry and formation needs of St. John's families that have children in grades 6-8 as they encounter Christ and learn to live in the heart of the Catholic Church. This position will provide a dynamic and comprehensive program for youth in grades 6-8, campus ministry in the parish school, and lead a 1 year Confirmation preparation program for 9th graders. This position will provide ministry to all parish families, both in the church and the school, as well as non-parish school families.

Responsibilities include planning, organizing and leading discipleship formation for youth through youth group and discipleship small groups as well as faith formation for non-SJB school families. Recruiting, equipping and forming adult leaders as they are guided to serve youth ministry needs. Overseeing the implementation of a comprehensive program that links from 5th grade formation and into Senior High Youth Group. This will include discipling parents and adults as well as youth. Compliance in all areas of the Archdiocese Safe Environment Policy is essential.

Statement on Working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal. It is required that this employee be a Catholic.

Representative Responsibilities

1. *Work collaboratively with both staff and volunteers in a Core Team model to implement youth discipleship programming.
2. Coordinate parish outreach events, trainings, and programming for parents and youth in the parish community, such as coordinating speakers, trainers, facility needs, meals, supplies, etc.

3. *Recruit, train, and supervise all adult and teen leaders in a Core Team model, to lead discipleship groups and Youth Group. Ensure these leaders have adequate knowledge of faith and catechetical skills as well as training in pastoral practice.
4. *Participate in relational, discipleship making youth ministry with 6-8th graders, creating and taking advantage of opportunities outside set programming to interact (and team to interact) with both youth and families of youth.
5. *Maintain effective and appropriate working relationships with all youth, parents, parish staff, volunteers, and parishioners.
6. *Handle conflicts, challenges, crisis situations, and behavior issues with maturity by providing pastoral care, mentoring, and wisdom to both adults and youth. Making the necessary referrals and follow up as well as following safe environment policies.
7. *Be present and attend parish liturgies and parish events, for example: participate in Fallfest or attend all 4 masses one weekend per month and all Ignite Masses on Sunday evenings with the intent to connect with teens and families, especially those not connected to the current youth programs.
8. *Be present and attend Church, SJB school, and public school events in order to build relationships with parents and families.
9. *Meet regularly with supervisor and ODM team. Participate as a team member for community building events for the parish.
10. *Clearly communicate to teens, families, and the wider parish community all that happens within the youth program; from promoting events to telling the glory stories of the lives of our teens. Using Flocknote, Father's email, bulletin, and social media outlets.
11. *Handle administrative tasks to effectively and efficiently execute programs, retreats, events, and activities. Such as program schedules, weekly communication emails, permission forms, etc.
12. *Maintain database and record discipleship efforts as well as update and evaluate effectiveness of ministry components.
13. *Fiscal responsibility for Middle School youth ministry and Confirmation budget.
14. *Assure adherence to all Safe Environment rules, guidelines, and requirements from the Archdiocese of St. Paul and Minneapolis, such as permission forms for offsite events, driver requirements, student curriculum, etc.
15. *Comply with all insurance guidelines for all designated programs, events, and activities.

Ministries Currently Include: (Would be responsible for growing these ministries within the discipleship vision of the department.)

1. Sustain and continue to build comprehensive youth ministry for middle schoolers. Elements will include opportunities for encountering Christ, places for teens to establish the habits of discipleship in their daily life, systematic catechesis and being encouraged to serve our parish ministries.
 - a. Current ministry responsibilities:
 - i. Middle School Youth Group 1 time per month
 - ii. Extreme Faith Night 1 time per month
 - iii. Open Youth Room weekly for SJBS teens
 - iv. Middle School Faith Formation 1 time per month
 - v. School Middle School Retreat(s)

- vi. Lead Extreme Faith Camp/CYSC Camp (Summer)
- vii. Lead Totus Tuus evening program (Summer)
- b. Goals for development:
 - i. Moving towards weekly Middle School Faith Formation with Edge from Lifeteen
 - ii. Monthly outreach events to build community
 - iii. Mini-Camp experiences throughout the year
 - iv. Open Youth Room for public school students
 - v. Parent and Teen Together events/activities
 - vi. Speaker or speaker series for parents
- 2. Develop middle school campus ministry in parish school. New to the position.
 - a. Assist middle school teachers in the overall formation of students.
 - b. Work in collaboration with the middle school teachers in the planning and implementation of liturgies like Reconciliation and Adoration of the Blessed Sacrament, service opportunities for students, etc.
 - c. Support teachers in their educational role with students.
 - d. Attend and participate in school staff meeting, middle school grade level meetings, and religion teacher meetings as it makes sense to the position.
 - e. Lead annual retreats for middle school students
 - f. Ongoing development of student ministries such as Pro-Life club, etc.
 - g. Time in and around the school and school activities with some supervision tasks as assigned by Principal
- 3. Coordinate 1 year Confirmation preparation process for the reception of Confirmation in 9th grade.
 - a. Recruit, equip and form catechists in the parish to lead confirmation preparation for youth in grade 9.
 - b. Current curriculum includes: small group content, large group sponsor/parent evenings, sponsor and candidate work, saint report, letter to Father, service hours, 1 retreat.
 - c. Clear communication of program expectations to parents and teens.
 - d. Good follow through with teens as they accomplish the requirements.
 - e. Attend retreat coordinated by Coordinator of Discipleship for Senior High Teens and aide in it's execution.

***To be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

***Organize, prepare and maintain files and information.** Gather information from fax, email and other sources, ensure all information has been received, follow up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.

***Maintain and improve work knowledge and skills** such as understanding requirements and work procedures, purpose of work completed, computer use and general building management.

***Meet all communication requirements** including interpersonal skills with parish and school employees as well as visitors, guests, school families, and parishioners. Includes keeping superiors and appropriate others informed.

***Help create a productive environment** where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

***Maintain appropriate levels of confidentiality of all work data.**

Other Responsibilities: includes other responsibilities identified as needed by the employee and approved and/or assigned by supervisor or pastor.

The responsibilities listed above are representative of the job and are not inclusive. Those preceded by an asterisk () are essential job functions.*

Qualifications & Requirements of Position

Date: April 2022

Qualifications

1. Must be a practicing Catholic with a sound understanding of Catholic Tradition and Scripture.
2. Demonstrate understanding and acceptance of Catholic doctrine.
3. Bachelor of arts degree in ministry, theology or related field. Master's degree preferred.
4. Three years' experience working in similar position.
5. Demonstrated skills and interests in this type of work.
6. Desire to help lead youth of the parish to become authentic disciples of Jesus Christ.
7. Ability to satisfactorily pass a criminal background check.
8. Strong computer and social media skills. Be knowledgeable in the Microsoft Office suite (Word, Excel, Publisher, and Outlook).

Mental Demands

1. Ability to plan, organize, and meet deadlines and to manage multiple concurrent tasks.
2. High level of organizational skills and ability to work under pressure and with interruptions.
3. Strong communication, interpersonal and organizational skills with ability to initiate and problem solve. Must work well with both adults and young people.
4. Strong communication skills that articulate the parish mission and invite young people to participate. Effectively able to address conflict and provide inspiration.
5. Enthusiastic, self-motivated and able to work without supervision, but obtain direction when needed.
6. Demonstrate leadership in youth ministry.
7. Be flexible in order to deal with unscheduled requests and evening and weekend hours.
8. Comfortable leading and speaking to large groups of people.
9. Understand the importance of confidentiality.

Physical Demands

1. Work 40+ hours per week
2. Able to sit or stand for long periods of time
3. Able to lift up to 15 lbs. (office materials, etc.) using proper techniques
4. Able to work long hours when the position demands
5. Able to participate in evening and/or weekend meetings, events or Masses

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization’s needs change, my job description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date