

Job Description **Evangelization/Youth Coordinator**

Position Summary: This position is meant to promote the work of evangelization at Annunciation Parish. It involves furthering the mission of our parish by encouraging parishioners to engage in the life of the parish, publicizing the ministry that is done at the parish and creating a greater sense of community among our parishioners while spreading the gospel message.

It is the desire to implement a Total Youth Ministry program in which young people are integrated into the life of the parish community and in which the parish community supports and nurtures the youth in all aspects of their life.

Reports to Pastor and is a full-time position and is non-exempt

Responsibilities:

1. Give direction to new and existing members who want to get involved in the life of the parish
2. Support and encourage Vision Committee Chairs, ensure at least bi-monthly meetings and reports submitted to Parish Council.
3. Serve as liaison between Vision Committee Chairs and Pastor, particularly in planning events and fundraisers
4. Ensure new parishioners ministries are recorded in PDS and are properly trained
5. Write grants for projects as needed, when available
6. Assist in maintenance and oversight of parish website and social media accounts
7. Contribute a periodic article to the bulletin
8. Assist in sacramental preparation, paperwork, coordinate Confirmation, and make sure baptisms are up to date for First Communion
9. Work with parishioners in developing and carrying out faith formation programming
10. Partner with Annunciation Catholic School staff in coordinating spiritual growth opportunities (ie: youth groups for grade school and high school)
11. To draw and empower young people to responsible participation in the life, mission and work of the Parish community
12. Work in collaboration with the Deacon to provide quality Religious Education and Confirmation preparation for high school youth
13. Assist, train, and coordinate volunteers in ministry to and for youth
14. Attend parish staff and relevant diocesan meetings
15. Other duties as assigned by the Pastor

Position Specifications/requirements:

- A. Skills, Knowledge and/or Abilities
 - 1. Must have organizational and good interpersonal skills
 - 2. Demonstrate personal and spiritual maturity in ministry as a practicing Catholic
 - 3. Must be a multi-tasker and non-confrontational person
 - 4. Ability to put people in the right place
 - 5. Reach out to youth and be able to connect with them
 - 6. Must have ability to meet deadlines, maintain confidentiality and perform outlined tasks
 - 7. Must learn Parish Data Systems (PDS)
 - 8. Must be proficient in Microsoft Word and Excel
 - 9. Integrate knowledge of Catholic faith and tradition into ministry
 - 10. Engage in pastoral activity that promotes evangelization, faith formation, community, and pastoral care with sensitivity to diverse situations.
 - 11. Provide effective leadership, administration and service in the spirit of collaboration.
- B. Education, Training and/or Experience
 - 1. Knowledge of and skill in using computers
 - 2. Three to five years of experience in marketing, management or bachelor's degree in Catholic Theology or youth ministry certification
 - 3. Practicing Catholic in good standing

I have read and understand the requirements of this job. I am able to perform the essential functions of this job with or without accommodations. I understand the responsibilities and duties that I am to accomplish in this position.

Employee Signature

Date

Parish Pastor Signature

Date