

Part-time Coordinator of Catholic Youth Ministry and Evangelization

Position Summary

In direct collaboration with the Pastor and the Youth Ministry Advisory Committee, the Coordinator of Youth Ministry and Evangelization is responsible for **guiding, developing, implementing, supporting, enhancing and evaluating** the overall youth outreach programs as well as developing programming for students ages middle school through high school.

Principal Duties:

- Collaborates and enhances Faith Formation programs with Pre-confirmation (Grades 7 & 8), Coordinate and Implement Confirmation (Grades 9 and 10) and develop and implement Post Confirmation Programs (Grades 11 & 12). **Supports and implements the change of Confirmation to 6th grade in 2021 with forthcoming Dioceses recommendations .**
- Collaborates with the Pastoral team and Faith Formation coordinators at Sacred Heart St Francis Church, St. John the Baptist Church, and School of Sacred Heart St. Francis de Sales.
- Develops youth ministry activities supporting and enhancing the Confirmation and Religious Education programs including implementing YDisciple or similar small group high school ministries.
- Collaborates with Diocesan and Deanery Youth Ministry events and retreats, being in communication with Diocesan staff. Acts as a liaison between the parish and the Catholic Diocese of Burlington Office of Youth and Young Adult Ministry; ensures adherence to the policies of the Diocese in all youth ministry activities; makes Diocesan youth programs available to the parish. **Participates in training offered by the Diocese.**
- Integrates youth and into the liturgical ministries already present within the parishes and school. Helps organize liturgical programs like Living Stations, Christmas pageants, etc. Organize and prepare for Reconciliation services, Special Liturgies and Prayer services, special celebrations such as May Crowning of Mary
- Attends Vocation Ministry meetings as requested and coordinate with Diocese Vocational programs.
- Incorporates the family as an essential agent in the faith formation process.
- Organizes regular service opportunities for the youth of the parish and middle school, as well as a summer offering for middle and high school teens (mission trip, etc) Collaborates with Totus Tuus coordinators.
- Develops an annual calendar, outlining important dates for the youth program and coordinate the scheduling into the parish master calendar.
- Implements and Maintains the annual youth ministry budget ; responsible for reviewing and approving related bills; monitors purchasing, storage, etc.
- Required to travel, including locations throughout diocese and, infrequently, areas outside of Vermont
- Frequent evening and/or weekend work will be required.

QUALIFICATIONS

- Must be a fully initiated and practicing Catholic, able to participate in the full sacramental life of the Church and with a commitment to live a life that gives witness to the joy of a relationship with Jesus Christ
- Ability to articulate ideas clearly, concisely, professionally, and pastorally both orally and in writing and in presentations
- Demonstrate good organizational skills including time management, planning and delegation Ensure compliance with all Diocesan Policies and Guidelines on Ethics and Integrity in Ministry, within the guidelines of Safe Environment requirement
- Computer skills and ability to use social media for safe communication with students and adult
- Education: Preferably bachelor's degree required. Experience in youth ministry is preferred.
- License: Valid driver's license must be maintained at all times

Applications can be submitted to Father Bob Wiseman, C.S.C., Sacred Heart St. Francis de Sales Church, 238 Main Street, Bennington, VT 05201 or e-mailed to benncath@comcast.net

Application accepted and will be considered until the position is filled.