

Director of Youth & Young Adult Ministry
Job Description

A. Job Functions/Goals:

Under the supervision of the Pastor, the Director of Youth and Young Adult Ministry (DYM) develops, coordinates, implements, supervises and executes a comprehensive parish program designed to educate our youth and young adults in their faith in accordance with Catholic theology and tradition. S/he should engage our youth and young adults in our parish life to nurture spiritual growth, build unity, and foster close relationships among our community. The individual must be an advocate and link for our youth people as well as their families to the pastoral team, parish family and the surrounding community.

B. Qualifications:

Education: Bachelor of Theology, Religious Education or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning.

Knowledge: Possess strong knowledge of the Roman Catholic faith. Be familiar with the guidelines published in the [Renewing the Vision: A Framework for Catholic Youth Ministry](#). Have a working knowledge of the Diocese of Dallas Safe Environment Program. Must be proficient in Microsoft Office Products, such as Word, Excel, Publisher, Outlook and parish database systems. Working knowledge of the Spanish language.

Skills and Abilities: Must have strong communication, interpersonal and organizational skills. Effectively carry out administrative and supervisory duties in a timely fashion. Be a good listener, non-judgmental, patient, have an aptitude for social work and be able to accept rejection and criticism without personal detriment. Highly organized and able to prioritize tasks to meet weekly deadlines as well as capable of adjusting their work schedule due to unforeseen events. Able to utilize technology for communication and daily work. Have the physical ability to lift 35 pounds regularly.

Attributes: Be a faithful and practicing Catholic who loves interacting with young people and lives a morally good life.

C. Responsibilities:

1. Design and implement a strong curriculum, incorporating service, leadership, etc. to teach and support Catholic faith formation in young people, empowering them to live as disciples of Jesus Christ.
2. Develop and direct our parish family centered Confirmation Preparation Program including retreat opportunities, outreach and service projects.
3. Foster the total person in both words and action through the spiritual growth of each young person. Seek to draw young people to responsible participation in the life, mission, and work of the parish.
4. Encourage and involve our young people to be Altar Servers, Lectors, Eucharist Ministers, Choir members and/or part of a parish ministry commission.

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5. Identify, recruit, train and support a large volunteer pool in youth ministry.
6. Develop and maintain strong personal relationships with staff, key volunteers and facilitate communication with volunteers and parents.
7. Follow all Safe Environment Program policies for communications with young people and their parents/guardians.
8. Develop and maintain records and database(s) of information pertinent to the department such as membership lists, resource materials, event information, etc.
9. Schedule and supervise events, off-site and at the parish, providing proper security and ensuring safe space for young people while safeguarding parish facilities. Events may include retreats, Stations of the Cross, Holy Day and service activities, Lenten Service and other spiritual experiences. In and out of state travel is required.
10. Facilitate registration of youth enrolling in the Faith Formation process.
11. Ensure all classrooms and supply cabinets are prepared and sufficiently stocked throughout the year. Unlocks and locks up all rooms used on a given night of ministry and/or checks to be sure it has been done by a night monitor.
12. Oversee all Youth Ministry sessions, which includes, but not limited to, the following responsibilities:
 - Ensure the youth catechist, or substitutes, are present and prepared for the youth session.
 - Oversee office assistants as they collect attendance forms and various other duties assigned to them.
 - Oversee classroom management and handle discipline problems.
 - Respond to youth catechist's needs and concerns. Support and affirm them.
 - Ensure the safety of the youth while they are attending Youth Ministry events, on or off site.
 - Be available to parents to explain procedures and policies.
 - Oversee and implement the two adult rule and adhere to the required ratio of adults to youth for offsite events.
 - Fill out forms necessary for record keeping, e.g., including non-compliance forms, accident reports, and incident reports.
13. Identify and safeguard confidential information according to local and Diocesan procedures.
14. Attend staff, Diocesan and outside meetings and events as appropriate.
15. Work cohesively with the Pastoral Team to resolve conflicts with organizations and minimize issues before they occur. Collaborate with other parish ministries and directors.
16. Prepare weekly communications, including email, bulletin and website information as needed and hold monthly Commission meeting to foster input

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and support for our young people programs.

17. Manage the financial budget allocated to Youth & Young Adult Ministry, including approval of all expenses and facilitation of appropriate support to the Business Office.
18. Develop and implement ministry fundraising events/activities.
19. Evaluate ministry staff and participate in hiring and training of new employees.
20. Keep abreast of parish and diocesan rules and regulations, the Youth and Young Adult office, and national organizations and agencies, specifically but not inclusive are the safe environment program, insurance and contracts for events.
21. Participate in continuing education events, seminars, conferences and meetings related to job functions and duties, specifically Diocesan sponsored programs.
22. Perform other duties as assigned by the Pastor in the spirit of Christian obedience and unity.

D. Job Classification and Schedule:

FLSA: Exempt Salary Full-Time: 40-hour week Security: Confidential

Work schedule varies depending on the activities and events scheduled as well as church calendar. Certain parish activities and events require the individual to work evening, nights and weekends.

E. Application Submission Information

Submit your resume with cover letter via e-mail to Leonardo Zapata at leonardozapata@holyspiritcc.org. For inquiries, call (972) 298-4971 extension 344.