

JOB TITLE: Youth and Young Adult Ministry Coordinator

The Roman Catholic Diocese of Fresno – Pastoral Center
To apply send resume to: DioceseHR@dioceseoffresno.org

JOB DESCRIPTION

DEFINITION:

Under general supervision from the Director – Office of Formation and Evangelization, plans, develops, implements, and evaluates all aspects of youth and young adult ministry for the Roman Catholic Diocese of Fresno; personally performs/conducts youth/young adult ministry related activities/tasks; and performs related job duties and responsibilities as assigned.

DISTINGUISHING CHARACTERISTICS:

The Youth and Young Adult Ministry Coordinator, reporting to and supervised by the Director – Office of Formation and Evangelization (Director), is responsible for coordinating all aspects/functions (programs, services, activities and staff) associated with the Diocese of Fresno's Youth and Young Adult Ministry Program. As such, the incumbent will organize efforts to provide the vision and framework to respond to the catechetical and spiritual needs of young people. This position will provide and implement a curriculum and activities that assist this group in putting their learned faith into action in the following areas: advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care and prayer and worship.

The incumbent serves as liaison and representative for the Office of Formation and Evangelization by advocating, promoting, and supporting youth/young adult ministries to Diocesan parishes, campus ministry, vocation offices, the National Federation of Catholic Youth Ministry, and the Northern California Youth Directors.

Due to the sensitive nature of this position and the working relationship to the Director, the Vicar General, and the Bishop, the following assume paramount importance: strong pastoral allegiance, active loyalty, and close working relationship with the Director, Vicar General, and the Bishop; program leadership and vision; strong program supervisory skills, abilities and knowledge; effective oral and written communication skills and abilities; ability to develop and maintain effective interpersonal relationships at all Diocesan levels, with the priests of the diocese, other religious assigned throughout the Diocese, as well as other program coordinators and staff.

In addition, the following characteristics are also vital to carrying out the responsibilities of this position: a high degree of maturity, integrity and good judgment; initiative; ability to work independently; and the ability to exercise discretion under general supervision and management oversight, and in concert with the pastoral direction of the Bishop. Incumbents must be knowledgeable of youth/young adult ministry formation principles, concepts, techniques and approaches. Furthermore, given the nature of the position and the role it plays within the Diocese, the incumbent must be a practicing Catholic in good standing who is living within the teachings of the Catholic Church, as determined by the Bishop of the Diocese of Fresno, or his designee.

“MINISTRY” EXEMPTION:

The job duties and responsibilities associated with this position are executed pursuant to and consistent with the teachings and doctrines of the Catholic Church. Consequently, this position is considered a Catholic faith “minister” for the Roman Catholic Diocese of Fresno.

ESSENTIAL FUNCTIONS:

The information listed below is meant to serve as samples of job duties and responsibilities for this position. This list is neither inclusive nor exclusive, but indicative of several typical duties performed. Consequently, this information does not reflect Essential Functions pursuant to the Americans with Disabilities Act.

1. Under the general supervision of the Director, plans, develops, implements, and evaluates all aspects of Youth/Young Adult Ministry, including new youth/young adult minister orientation program.
2. Confers and consults with the Director, parish priests, Parish Coordinators of Youth/Young Adult Ministry, and other individuals involved in youth/young adult ministry regarding program development, implementation, and assessment.
3. Recommends policies, procedures, rules, regulations, guidelines, and protocols.
4. Evaluates, recommends, and integrates the Church’s foundational/doctrinal documents/positions into ministry formation.
5. Plans, develops, implements, and disseminates the yearly Youth/Young Adult Ministry Calendar; ensures all sanctioned programs, events, and gatherings are properly calendared.
6. Coordinates and/or personally conducts/directs youth/young adult ministry training and presentations at the Diocesan and parish level.
7. Provides resources and support to parishes regarding retreats, conferences, workshops, and training activities/events.
8. Financial Management and budgeting for record of income/expenditures report associated with conferences, workshops, and training events.
9. Foster a collaborative relationship with staff and other Office of Formation and Evangelization coordinators in support of the programs.
10. Represents the Diocese of Fresno and the Office of Formation and Evangelization at local, state, regional, and national conferences, meetings, and events supporting youth/young adult ministry and other Office of Formation and Evangelization programs.
11. Serves as liaison with the Diocese of Fresno and the Office of Formation and Evangelization for diocesan-based organizations falling within the scope of youth/young adult ministry.
12. Schedules and coordinates with the Hispanic Ministry Coordinator, the Curso de Formacion classes and related activities; identifies, recruits, and orients instructors for Curso de Formacion classes.
13. Meets with youth/young adult ministers and encourages continuing education/formation including becoming certified catechists pursuant to the California Catholic Conference guidelines.
14. Prepares, or causes to be prepared, correspondence, letters, reports, and other associated written materials.
15. Conducts special studies and research related to the youth/young adult ministry program.
16. Translates from English to Spanish and Spanish to English preferred. Translation may be in oral or written form.
17. Performs other duties as assigned and an expectation of working as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Catholic Christian pastoral or ministry training principles, techniques, approaches, policies, and procedures.
- Youth/young adult ministry formation principles, concepts, techniques, and approaches.
- Youth/young adult ministry formation on the local, regional, and national levels.
- The Catholic documents: “Renewing the Vision”, “A Framework for Catholic Youth Ministry”, and “Sons and Daughters of the Light”.
- Vatican II and Catholic Church doctrine.
- Current teachings from Pope Francis.
- Catholic Church policies regarding social issues.
- The organization of and guidelines from the National Federation of Catholic Youth Ministry, the California Catholic Conference, and the United States Conference of Catholic Bishops (USCCB).
- Organizational structure of the Diocese of Fresno and the Office of Formation and Evangelization.
- Region XI Committee on Spanish Speaking (RECOSS).
- Strong knowledge of Church teachings, Catechism, canon law, biblical studies, Catholic social teachings and world mission awareness.
- Clear understanding of the “Nones” – Where they come from, who they are and where they are going.

Skills/Abilities to:

- Establish and maintain strong allegiance, active loyalty, and close working relationship with the Director – Office of Formation and Evangelization.
- Develop and maintain strong youth/young adult ministry program leadership and vision.
- Foster strong youth/young adult ministry program supervision/coordination.
- Strong verbal and written communication skills; proficient in composing reports, correspondence, and other work-related documentation in English and Spanish.
- Develop and maintain effective interpersonal relationships at all Diocesan levels, with priests of the Diocese, and with other religious assigned throughout the Diocese of Fresno.
- Work effectively with individuals from various socio-economic backgrounds and ethnic groups.
- Demonstrate a high degree of maturity, integrity, and good judgment.
- Work independently, takes initiative, and coordinates multiple projects/events.
- Exercise discretion under general supervision and management oversight, and in concert with the pastoral direction of the Bishop.
- Gather, analyze, and interpret research and data associated with youth/young adult ministry programs and services.
- Read, understand, and interpret youth ministry program policies, procedures, guidelines, rules, regulations, and protocols.
- Fluency in verbal and/or written English and Spanish preferred.
- Develop, justify, evaluate, and implement youth/young adult ministry policies, procedures, guidelines, rules, regulations, and protocols.
- Demonstrate a high level of presentation skills before small or large groups, committees, and organizations.
- Work collaboratively with Office of Formation and Evangelization program coordinators, staff, volunteers, parish priests and religious assigned throughout the Diocese.
- Assign, review, and coordinate the work of support staff and volunteers.

- Establish and maintain cultural sensitivity and inclusiveness among all cultural and ethnic groups within the Diocese.
- Track record of the responsibility of handling a Diocese event and leading with a greater vision into the future.
- Strong familiarity with the applications of social media platforms (Facebook, Twitter, YouTube, LinkedIn, etc.).
- Must have organizational skills: time management, facilitation, delegation, long-range planning, financial management and budgeting.
- Microsoft Office software including Word, Excel, PowerPoint and Access.
- Operating procedures associated with general office equipment including audio/visual equipment, personal computers, laptop computers, printers, scanners, digital/analog recording devices, etc.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a bachelor’s degree in Theology, Pastoral Ministry, Catechetics, Education, or a closely related field that is acceptable within the United States’ accredited college or university system.

Experience: Three (3) years full-time, paid work experience in youth ministry or Catholic school education.

License: Possession of a valid California Class “C” Driver License.

Certification: Possession of Youth Ministry Certificate or Advanced Catechetical Certificate.

Other: Training/formation in intercultural ministerial approaches/programs is highly desired.

Applicants preferred to be bilingual proficient in Spanish and English.

Applicants must be a practicing Catholics in good standing and living within the teachings of the Catholic Church, as determined by the Bishop of the Diocese of Fresno, or his designee.

Provide evidence of the satisfactory completion of USCCB Safe Environment Training Program.