

COORDINATOR OF YOUNG ADULT MINISTRY
Holy Face of Jesus Parish

I. IDENTIFYING INFORMATION

Position Title: Coordinator of Young Adult Ministry

Status: Full-Time, 12 month

Reports to: Director of Evangelization

II. PRIMARY FUNCTION OF THIS POSITION

The Coordinator of Young Adult Ministry creates, plans, and organizes the ministry for adults from their high school graduation until their first child enters Catechesis of the Good Shepherd. This includes coordinating the Marriage preparation process and Baptismal preparation.

III. POSITION RESPONSIBILITIES

A. Ministry to Young Adults

- a. Program development: Creates and implements a comprehensive ministry plan including social events, formation opportunities, and service opportunities that are tailored to this stage of life
- b. Coordinates special events, workshops and attendance at conferences.
- c. Actively reaches out to young adults in the community and builds relationships with them.
- d. Identify and recruit leaders and volunteers.
- e. Works closely with the priests and staff to integrate young adults into parish life.
- f. Collaborate with other regional young adult activities.

B. Marriage Preparation Coordinator

- Maintains information record of engaged couples from initial contact until marriage
- Reviews the FOCCUS instrument with couples
- Organizes Engaged Couple Retreat, which involves scheduling the date, reserving the venue, scheduling speakers, organizing volunteers and communicating with engaged couples
- Oversees Witness to Love program and communicates with mentor couples

C. Baptismal Preparation Coordinator

- Provides Baptism Preparation
- Welcomes couples requesting Baptism for their children

- Facilitates Baptismal workshop including written information, video and discussion
- Provides record of completion, forms for Godparents
- Coordinates with other staff as appropriate when parish registration, OCIA or CCD is indicated

IV. POSITION REQUIREMENTS

A. Skills, Knowledge, Abilities

- Strong understanding of Catholic theology and teachings
- Excellent communication and interpersonal skills
- Proven ability to plan, organize, and execute events
- Experience in working with young adults in a Catholic setting
- Leadership skills and ability to motivate and empower others
- Ability to collaborate with others and work on a parish team

B. Licenses, Certifications, and/or Registrations

- Current SafeParish Training
- Current Fingerprinting/BCI
- Current CORE or VOCARE RCIA Catechist Certification/Advanced RCIA Catechist Certification

V. WORKING ENVIRONMENT

Office hours will vary depending. Regular evening and weekend work hours are required. Must have flexibility to minister to young adults when they are available.

Employees of the Holy Face of Jesus Parish will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Holy Face of Jesus Parish. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VII. ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date