

**COORDINATOR OF YOUTH EVANGELIZATION**  
**Holy Face of Jesus Parish**

**I. IDENTIFYING INFORMATION**

Position Title: Coordinator for Youth Evangelization

Status: Full-time, Exempt, 12 months

Reports to: Director of Evangelization

Holy Face of Jesus Parish is located in Wapakoneta, OH and has roughly 1,800 families. The parish website is [holyfaceparish.org](http://holyfaceparish.org). Our Wednesday night Life Teen Nights attract between 120 and 140 teenagers. The core team has around 15 adults. The Director of Evangelization has extensive experience with Life Teen and will be able to mentor the new Coordinator of Youth Evangelization.

**II. PRIMARY FUNCTION OF THIS POSITION**

The Director of Youth Evangelization (9-12) is responsible for all efforts to accompany youth in grades 9 through 12 (and their families) through a [discipleship path](#), so that youth encounter Jesus and become missionary disciples.

**III. JOB RESPONSIBILITIES**

- A. Create and implement a comprehensive approach to evangelization for youth, taking into consideration the role of the family
  - Articulate a clear vision/mission for youth evangelization to parents, youth, staff, and parishioners
  - Maintain good communication with youth and their families about gatherings and expectations, offering transparency and support
  - Emphasis on accompaniment, meeting in smaller groups of youth, and going where youth are (i.e. sport events, dance competitions, coffee shops), always in compliance with Safe Environment regulations
- B. Leads the Life Teen program on Wednesday nights
  - Coordinate weekly Life Teen nights on Wednesdays, September through May
  - Plan curriculum for the entire year in collaboration with Director of Evangelization
  - Work alongside core team to execute each night
  - Meet regularly with core team to form them as leaders for our youth
  - Connect with larger Life Teen community
- C. Recruit, equip, and accompany a team of adult evangelists to help with efforts in youth evangelization, also called the "Core Team." This includes:

- Practically equipping adults for serving in youth evangelization (i.e. schedule, resources, training in catechesis and methodology)
- Offering feedback and evaluation of volunteers; bi-annual one-on-one's for faith sharing and support
- Regularly gathering with the youth evangelization team to share life, pray, and provide formation for the mission of youth evangelization, through retreats, bi-weekly/monthly gatherings, trainings, and the like

#### D. Other opportunities

- Provide a variety of evangelization initiatives to meet the varying needs of youth at different stages along the path of discipleship (for example: small groups, social gatherings, bible studies, kerygmatic retreats, devotional prayer experiences, Holy Hours, celebrations of feast days, opportunities to evangelize, etc.)
- Work with Pastor and Director of Evangelization to ensure that the high school sophomores are prepared for the Sacrament of Confirmation
- Build bridges between high school seniors and college campus ministers

#### E. Administrative

- In collaboration with the pastor and other evangelization staff, plan an annual calendar of programming and formational opportunities
- Works with Communications Coordinator and Evangelization Team to oversee the marketing and advertising of programs and events
- Evaluate and implement curriculum and supplemental curriculum available for youth programs to best meet the needs of the youth and their families, in compliance with the Archdiocese of Cincinnati Graded Course of Study for Religion
- Conduct program evaluations and assessments to determine effectiveness of opportunities and refine efforts (including the evaluation of volunteers and direct reports)
- Coordinate registration and collection of fees for programs (works with Director of Evangelization and administrative assistant)
- Serves as the parish staff point person for high school CYO basketball

### IV. CANDIDATE EXPECTATIONS

- Must complete and maintain compliance with all Archdiocese of Cincinnati Safe Environment policies
- Must complete a background check
- Must participate in continuing education and formation in catechesis, theology, spirituality, and methodology. This can be accomplished through events such as:
  - National/local conferences

- Online platforms
- Archdiocesan trainings
- Personal retreats
- Highly recommend staying connected to and collaborating with the ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training

## **V. EDUCATION, TRAINING, AND EXPERIENCE**

- Strongly prefer a bachelor's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
- Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments, and able to speak of one's relationship with Jesus
- Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
- Must have experience mentoring and accompanying youth at different stages of the discipleship path
- Must be able to pray in front of and with others, to lead and participate in spontaneous prayer
- Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/mentoring situations and in large group settings

## **VI. WORKING ENVIRONMENT**

This position requires frequent evening, weekend and off-site work.

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.**

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**Employee Signature**

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**Date**