

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St. Ignatius Parish

POSITION STATUS: Full Time

POSITION: Young Adult/Social Ministry Coordinator

SCHEDULE: 40 hours a week;

CATEGORY: Non-Exempt

some weekends and nights expected

SUPERVISOR: Director Religious Education

JOB SUMMARY: Responsible for developing a parish-based pastoral ministry with young adults and coordination of volunteers in social ministries. Reaches out to all in the community, provides for formal catechesis, invites and enables young adults and members of the parish to serve others. Develops close communication with staff for YA and social ministry needs and collaborates with other community and parish organizations. The expectation is that time will be spent equally doing the work for Young Adult Ministry and Social Ministry.

ESSENTIAL FUNCTIONS: The Young Adult/Social Ministry coordinator provides ministry support to the pastor and parish community.

1. Program Development:

- Creates and develops Core Groups for YA and social ministries.
- Develops leadership skills in young adults and social ministries.
- Develops a network for reaching out, particularly to the alienated.
- Plans, coordinates and implements retreats and evenings of prayer reflection for YA.

2. Recruitment and Training of Leaders for YA and Social Ministries::

- Recruits, trains, assigns and evaluates the leaders. Coordinates participation in diocesan sponsored training programs.
- Serves as an advisor and support to leaders.
- Monitors the efforts of volunteer leaders and evaluates progress.
- Makes special efforts to gain the endorsement, support and involvement of all parishioners, especially school and parish organizations.
- Publicizes and offers education programs and support systems for volunteer leaders.
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3. Administration:

- Initiates ways of gathering data on the needs, interests, attitudes, and beliefs of young adults and well as the marginated
- Plans, organizes, and implements programs/experiences which provide a holistic approach in meeting and needs/interests of young adults and the marginated.
- Submits annual financial reports and budgets, administers budget throughout the year.
- Maintains necessary office and program records, including a log of activities and time.
- Determines effective means for publicizing and promoting programs, experiences.
- Provides opportunities to hear and respond to the Gospel message.
- Assists in the preparation of para-liturgical and liturgical celebrations centered around YA and social ministries..
- Submits periodic reports to the pastor detailing programs in youth and social ministry.
- Initiates procedures for evaluating all aspects of the parish's YA and social ministry.

- Responsible for monthly coordination of “Sharing God’s Bounty,” and the twice a year Feed-a-Family program.
- Is the communication and coordinating link between social ministries, YA, and the parish staff.
- Ensures all volunteers in YA and Social ministries are fingerprinted and cleared by the state of California and have obtained diocesan clearance to volunteer. Maintains all records for volunteer clearance.

4. Communication:

- Keeps the parish faith community informed of the goals and ministry activities in YA and social ministry.
- Advises, communicates and cooperates with other parish and diocesan organizations.
- Works with young adults and parish volunteer ministry teams on goals and programmatic ideas for meeting needs.
- Participates in parish governing structures to insure greater participation of in parish life and to facilitate communication and decision-making.
- Supervises and coordinates scheduling of events and activities for YA and social ministry.
- Keeps informed through attendance at diocesan, regional and national conferences, regular reading and membership in young adult associations and Jesuit associations.
- Is aware of community agencies and resources which interface with youth, the homeless, and all the margined in the parish.
- Sets annual goals and objectives for each program as requested.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s Degree in related field. Familiarity with the USCCB document “Renewing the Vision: A Framework for Catholic Youth Ministry.”

Experience: Three to five years of ministry experience in a Catholic parish; proven ability to work in collaboration with others delegating and supervising tasks.

Skills / Knowledge: Must be proficient in using technology, including Microsoft Office, ability to master new technologies, good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE