

JOB DESCRIPTION

Position Title: High School and Young Adult Minister
Supervisor's Title: Director of Christian Formation

Status: Exempt
Approval Date: October 12, 2022

Job Summary:

To cultivate an authentic Christian Formation High School and Young Adult Community. Acts as a liaison between the parish, and wider civic and church communities, maintains professional competency and preforms other job-related tasks as deemed necessary and/or assigned by supervising directors.)

Knowledge, Skills, & Abilities:

K: Knowledge

1. Working knowledge in MS Office products.
2. Valid driver's license for the State of Wisconsin preferred.
3. Active Catholic able to participate in the sacramental life of the Church.
6. Passionate Catholic who loves the Church.
7. Education or experience in training, delegation, and empowering preferred/required.

S: Skills

1. Professional working attitude and collaborative approach.
2. Strong verbal and written communications skills.
3. Strong organizational skills.
4. Strong presentation skills.

A: Abilities

1. Ability to multitask and prioritize.
2. Ability to make decisions, attentive to details, and troubleshoot.
3. Ability to maintain confidentiality.

Duties and Responsibilities:

Administrative Responsibilities

- Directs the operation of the respective direct volunteers, e.g., schedules, supervises, and evaluates volunteers.
 - Recruit (new and existing), screen, train, enrich, and recognize volunteers.
 - Ensures volunteers names are given to CMG Coordinator to be certified according to the Archdiocese of Milwaukee guidelines, as needed.
 - Meets regularly with volunteer teams.
 - Have written volunteer schedule with backups.
- Budget and expenses:
 - Prepares annual High School/Young Adult budget and assists with the general Christian Formation budgeting.
 - Monitors monthly expenses and revenues.
 - Initiates respective expenditures within the approved budget.
- Attends staff meetings. Attends other meetings at the request of the Pastor & Director.
- Acts as a resource (not member) for Christian Formation Commission by attending Commission meetings.
- Establishes a program calendar, taking into consideration local events, seasonal and annual opportunities, and the master parish calendar.

- Cooperates with other parish personnel and parishioner groups in the use of parish facilities.
- Along with the Director; evaluates program to determine strengths, areas for improvement, and future needs.

Faith Formation Responsibilities:

- Young Adult Formation responsibilities:
 - Coordinate weekly Bible study or other group meeting
 - Initiate or attend social events to invite new members into the community
 - Organize Cor Jesu and comparable evening of prayer
 - Meet with young adults one-on-one
 - Organize and facilitate College Outreach Program
- High School Formation responsibilities:
 - Minister and participate in Sunday evenings, in conjunction with High School Faith Formation
 - Minister and participate on Sunday afternoons, in conjunction with Confirmation
 - Minister and participate in Confirmation Retreats
 - Coordinate year-round High School service group
 - Coordinate, fundraise, supervise & attend “March for Life” in partnership with St. Mary’s Springs Academy
 - Coordinate, fundraise, supervise & attend an overnight (2-7 days) experience for High Schoolers during the summer
 - Minister at Summer Faith Formation program to make connections with the middle school youth and help mentor High School aides
- General:
 - Assures supervision of minors while on parish/school grounds for catechetical activities
 - Initiates orders and maintains inventory for materials and supplies, as required
 - Various other duties as assigned

Evangelization

- Welcomes, educates, spiritually enriches and grows the parish community via new and existing programs.
- Responds to inquiries of those interested in the Catholic faith.
- Develops and implements opportunities of engagement for young adult and newly married parishioners. This involves tapping into other parish programs and creating opportunities of connection for new comers.
- Promotes evangelization programs and educational opportunities and encourages involvement.
- Engages in relational ministry as needed to help High School/Young Adult to develop a personal relationship with God as the heart of their faith.

Communications:

- Schedules events and respective calendars.
- Assists Director of Communications & Marketing to create a dynamic image through print, i.e, bulletin articles & social media.
- Assists Director of Communications & Marketing to create media releases and develop social media programs that engage and increase awareness.

Other:

- Visibly engaged at principle parish events.

- Fosters positive public relations in and outside the parish.
- Creates operating procedures for each aspect of the position.
- Attends respective Archdiocesan and Deanery workshops/programs, as needed.
- Other duties as assigned.

ADA Physical Requirements:

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nature of Supervision Received:

Supervision will be minimal, after initial training.

Judgment Exercised/Decisions Made:

Employee is expected to take initiative and make decisions based on the mission and vision of parish and/or direction from the supervisors and/or Pastor. Financial responsibilities include:

- Help identify needs that will need to be budgeted for yearly.
- Stays within the budget.
- Prepares budget.
- Monitors budget.
- Initiates pay request.
- Responsible for dealing with billing, follows up on billing, collections & disputes.

Approximate Number of Volunteers Supervised:

High School Group events: 2-6 (depending on size of the group 1 adult/10 students)

March for Life: 3-6 (depending on size of group 1 adult/8 students)

Overnight event: 3-6 (depending on size of group 1 adult/8 students)

Young Adult Events: 2-6

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Employee Signature - _____

Date - _____