

DIOCESE OF RAPID CITY

JOB DESCRIPTION

TITLE: **Director of the Office of Youth and Young Adult Ministry**

QUALIFICATIONS: Practicing Catholic; Bachelor's degree, preferably in theology, catechetics, or related field with a sound Catholic theology. Past experience in parish youth ministry helpful. Understands, supports and articulates the Catholic faith as taught by the Church. Love of youth and understanding of the developmental stages of middle and high school youth. Must have excellent organizational, communication, and leadership skills, and ability to relate to pastors, adult youth ministers, youth, and young adults. Requires energy and willingness to travel throughout the diocese, including some weekend and evening work.

REPORTS TO: Bishop or his designee

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6, Performance Review.

TERMS OF EMPLOYMENT: Administrative/Supervisory

JOB FUNCTION: To develop ministry opportunities, provide training, support and resources in the diocese for youth and young adult ministry as defined below.

PERFORMANCE RESPONSIBILITIES:

1. Promotes a comprehensive approach to youth ministry in the diocese utilizing the USCCB document, *Renewing the Vision: A Framework for Youth Ministry*. Has a familiarity with *Catechesi Tradendae*, *Evangelii Nuntiandi*, the *General Catechetical Directory*, and the *National Catechetical Directory*.
2. Develops and builds strong relationships with pastors and youth and young adult ministers.
3. Provides training, support, and resources in youth and young adult ministry for pastors, parish youth and young adult personnel, college campus ministers, and volunteers. Accepts speaking invitations within the diocese when appropriate.
4. Serves as consultant to parishes in the recruitment, interview and selection of parish youth leaders.

5. Is willing and able to travel to assist parishes in evaluating youth and young adult ministry programs, setting visions and implementing viable youth and young adult ministry according to the needs of each parish or Newman Center.
6. Works together with the Office of Faith Formation to provide for youth and young adult ministry training, educational, and formational opportunities.
7. Attends and participates in Pastoral Ministry Days, Refuel, the *Veritatis Splendor* Institute, and other diocesan formation events, as necessary.
8. Oversees the diocesan youth advisory board.
9. Works together with the Office of Faith Formation to provide for youth and young adult ministry resources for the library.
10. Participates in meetings and works collaboratively with councils, commissions, organizations and pastors and parish staff. Provides leadership as appropriate.
11. Provides news releases regarding major youth and young adult events in the diocese and in other dioceses.
12. Fosters collaborative, positive working relationships with parishes, Newman Centers, diocesan departments and diocesan staff. Coordinates with other diocesan offices to promote youth and young adult ministry, events, opportunities, and vocations awareness. Assists the Office of Vocations in promoting awareness programs such as National Vocations Awareness Week, World Day of Prayer for Vocations, and World Day of Prayer for Consecrated Life, discernment retreats, etc.
13. Collaborates with the Office of Vocations in providing a relational ministry outreach program for youth.
14. Assists the Office of Vocations with the *Duc in Altum* (DIA) program and the *Totus Tuus* Camps.
15. Enters into ecumenical dialogue with other faiths as requested.
16. With the assistance of the diocesan youth advisory board, oversees the planning and coordination of diocesan, regional, national and international events for youth and young adults, including Faith on the Road, retreats, the Diocesan Youth Rally, World Youth Day, youth conferences, etc.
17. Maintains active membership in national and regional youth ministry organizations in order to monitor national trends and directions.
18. Is responsible for all of the content in printed materials and social media (i.e. website, Facebook, etc.) for youth and young adult ministry.

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19. Submits annual budget and monitors expenditures from the department.
20. Maintains a safe and orderly work area.
21. Provides for his/her own spiritual and professional growth.
22. Assists in promoting a positive and hospitable office climate.
23. Speaks positively about the Diocese of Rapid City.
24. Other duties as assigned.