

DIOCESE OF RAPID CITY

JOB DESCRIPTION

- TITLE:** Director of the Office of Youth, and Young Adult Ministry
- QUALIFICATIONS:** Practicing Catholic, with a personal relationship with Jesus, a love for the Catholic Faith and a Catholic Worldview, and a passion for sharing the Faith with others; Bachelor's degree, preferably in theology, catechetics, or related field with a sound Catholic theology. Prior experience in parish youth ministry helpful. Understands, supports and articulates the Catholic Faith as taught by the Church. Love of youth and young adults with a particular understanding of the developmental stages of middle and high school youth and young adults. 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:** Cabinet Leader of Pastoral Ministries
- 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:** Fulltime/Director/Exempt
- 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 Gaudium*, *Evangelii Nuntiandi*, the *General Catechetical Directory*, and the *National Catechetical Directory*.
2. Provides training, support, formation, 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.
3. Develops and builds strong relationships with pastors and youth and young adult ministers. Fosters collaborative, positive working relationships with parishes, Newman Centers, the Catholic schools, diocesan departments and diocesan staff. Enters into ecumenical dialogue with other faiths as requested.
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, and serves as a regular contributor to Faith on the Road.
7. Oversees the diocesan youth advisory board.
8. Directs the Totus Tuus Vocations Camp, with collaborative support from the Office of Vocations. The Director of Vocations is the chaplain for the camp, and the administrative assistant for the Office of Vocations provides administrative support.
9. 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 retreats, the Diocesan Youth Rally, World Youth Day, youth conferences, the March for Life Youth Pilgrimage, etc.
10. Works in collaboration with the Office of Vocations on the *Duc in Altum* (DIA) program, as appropriate.
11. Works in collaboration with the Office of Stewardship and the Pastoral Ministries team on the Summit, as appropriate.
12. Attends and participates in Pastoral Ministry Days, Refuel, the *Veritatis Splendor* Institute, and other diocesan formation events, as necessary.
13. Coordinates with other diocesan offices to promote youth and young adult ministry, events, opportunities, and vocations awareness, including National Vocations Awareness Week, World Day of Prayer for Vocations, and World Day of Prayer for Consecrated Life, discernment retreats, etc.
14. Works together with the Office of Faith Formation to provide for youth and young adult ministry resources for the library.
15. Maintains active membership in national and regional youth ministry organizations in order to monitor national trends and directions.
16. Is responsible for all content in printed materials and social media (i.e. website, Facebook, etc.) for youth and young adult ministry.
17. Submits annual budget and monitors expenditures from the department.
18. Maintains a safe and orderly work area.
19. Provides for his/her own spiritual and professional growth.
20. Assists in promoting a positive and hospitable office climate.
21. Speaks positively about the Diocese of Rapid City.
22. Other duties as assigned.