

# St. Joseph Pillar of Families

## Associate Director of Youth Evangelization – Sacred Heart/Holy Angels 9-12th

**POSITION TITLE:** Associate Director of Youth Evangelization - Sacred Heart/Holy Angels 9-12th  
**EFFECTIVE DATE:**

### **POSITION SUMMARY:**

The Associate Director of Youth Evangelization Sacred Heart/Holy Angels 9<sup>th</sup> – 12<sup>th</sup> reports to the Director of Evangelization and is a key member of the Evangelization Team. The Associate Director has responsibility for all efforts of accompanying youth, grades 9<sup>th</sup> -12<sup>th</sup>—and their families through the Process of Evangelization and Discipleship, so that youth encounter Christ, are known, seen and loved, and become missionary disciples.

The Associate Director youth Evangelization Sacred Heart/Holy Angels -9<sup>th</sup> – 12<sup>th</sup> Grades collaborates closely and congenially with the entire staff of St. Joseph Pillar of Families as well as other family of parishes and the Archdiocese of Cincinnati. The associate Director for you Evangelization must be a model of professional conduct and always represent St. Joseph Pillar of Families and the Archdiocese of Cincinnati with honesty and integrity.

### **CREDENTIALS & EXPERIENCE:**

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith and sharing it with others.
2. Minimum bachelor's degree in theology, pastoral ministry, religious education, or related field preferred. 1-2 years of full-time parish evangelization experience required.
3. Experience in dealing with youth and Families
4. Strong communication skills. Ability to clearly and accurately articulate information and concepts and command the attention of a wide variety of audiences, both large and small.
5. Team player. A person who is collaborative and enjoyable, pleasant and responsive; someone who builds productive and mutually respectful relationships and engenders trust.
6. Self-starter. Reliable. Employs good judgment. Demonstrated ability to meet deadlines. Attends to duties as expected and communicates any barriers or difficulties as quickly as possible.

**REPORTS TO:** Director of Evangelization

### **Job Responsibilities**

- To create, implement and annually evaluate a comprehensive approach to Evangelization for Youth, taking into consideration the role of the family and preparation for the Sacrament of Confirmation.

- Lifeteen and/or Edge experience
- Is able to articulate and implement a clear vision/mission for Youth Evangelization to parents, youth, staff and parishioners
- Maintains good communication with the families and youth about gatherings and expectations offering transparency and support.
- In addition to weekly events/bi-weekly gatherings, this may include retreats, conferences, camps, mission trips to serve St. Joseph, Pillar of families; specifically Sacred Heart of Jesus Parish and Holy Angels Parish.
- Emphasis in accompaniment and meeting in smaller groups of youth; going where youth are (i.e. sport events, dance competitions, coffee shops, always in compliance with Safe Parish)
- To recruit, equip, and accompany a team of adult evangelists to help with efforts in Youth Evangelization
  - Includes practically equipping adults for serving in Youth Evangelization (i.e. schedule, resources, training in methodology)
  - Offering feedback and evaluation of volunteers, bi-annual one-on-ones for faith sharing and support
  - Regular gatherings for the youth evangelization team in which they can share of life, prayer, and formation for the mission of youth Evangelization, through retreats, bi-weekly/monthly gatherings, trainings and the like.
- Help build bridges for high school graduates to college campus ministers and from college campus ministers to the Director for Adult Evangelization
  - For the college-aged working young adult (18-23 years old), connect them to a local campus ministry or with the Director for Adult Evangelization
- Plans and promotes an annual calendar of programming and formational opportunities. Oversees the marketing and advertising of programs and events (social media, website, bulletins)
- Conducts program evaluations and assessments to determine effectiveness of opportunities and refine efforts; includes evaluating volunteers.
- Coordinates with the Evangelization Team to implement a comprehensive evangelization plan
- Duties assigned by the Director of Evangelization

**SUPERVISION RECEIVED:** Works under the direction of the Director for Evangelization.

#### **Working Environment**

- This position requires frequent evening, weekend and off-site work. This position requires close collaboration with other members of the Evangelization Team.

**SUPERVISION EXERCISED:** N/A.

**\* DENOTES ESSENTIAL FUNCTIONS OF POSITION**

**TERMS OF EMPLOYMENT:**

**Non-Exempt: Hourly 40 hours, anything over must be approved before hand  
Hours will be spent between Sacred Heart of Jesus and Holy Angels Campuses**

**ORGANIZATIONAL RESPONSIBILITY:**

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. 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.

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Employee Signature

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Printed Name

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Date

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Supervisor Signature

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Printed Name

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Date