

Pax Christi Catholic Community

Job Description

Position Title: Director of Youth Ministry & Young Adult Formation

Reports To: Director of Evangelization

Compensation and Schedule: Flexible Full-Time or Part-Time Opportunity

We are open to considering both full-time and part-time candidates. The schedule and compensation will be based on the candidate's experience, qualifications, and the scope of the role.

Full-time positions include a comprehensive benefits package.

Our Approach to Ministry:

Pax Christi is committed to living out the vision of the Second Vatican Council by fostering a Church that is welcoming, engaged, and centered on the full participation of the baptized. We believe young people and young adults are not simply the future of the Church, but an essential part of the Church today. We seek to accompany them in developing a lifelong relationship with Christ, an active role in the faith community, and a commitment to living out the Gospel through the principles of Catholic Social Teaching.

The Director of Youth Ministry & Young Adult Formation is a servant-leader of their team responsible for ministering to youth and young adults at Pax Christi Catholic Community. The Director creates opportunities for young people to encounter Christ through prayer, service, and authentic community.

The Director recruits and trains volunteers, oversees youth and young adult formation, collaborates with parish staff, and sustains a thriving ministry through thoughtful planning, clear communication, and joyful Christian witness. The Director is an energetic and organized member of the parish community who models Christian joy while accompanying those entrusted to their spiritual care.

Responsibilities:

The responsibilities below describe the Director's primary areas of leadership and reflect the role's regular ministry presence, administrative accountability, and collaborative work with parish staff, volunteers, families, and young people.

Program Planning

- Implement a vision for youth ministry and young adult formation that aligns with the teachings of the Catholic Church and supports the pastor's vision.
- Create a calendar that includes all relevant programming.
- Select and fully utilize age-appropriate curriculum and resources.
- Create a welcoming atmosphere for young people to grow in their faith.
- Make data informed decisions to create relevant and engaging programming.
- Serve as an engaged member of Pax Christi, the Faith Formation Team and parish staff.
- Remain current on best practices for youth and young adult ministry.

Program Administration

- Oversee and actively participate in relevant and engaging programming that aligns with the teachings of the Catholic Church.
- Communicate clearly with parents through Flocknote, email, and parish communications (bulletin, e-news, etc.)
- Serve as the administrator for youth and young adult social media accounts.
- Prepare and manage the ministry budget.
- Actively market youth ministry programming to local schools and engage in proactive recruitment and evangelization of youth.
- Maintain administrative records in accordance with parish and diocesan policy.
- Coordinate logistics for youth and young adult programming.
- Provide regular ministry updates to the pastor and relevant parish leadership.
- Develop a balanced annual budget that also includes fundraising goals.
- Actively fundraise throughout the year with an emphasis on youth engagement.
- Support and equip families for continued spiritual development at home.
- Work with the Safe Environment Coordinator to keep volunteers in compliance with diocesan safe environment standards.

Catechist Training

- Recruit and train volunteer catechists capable of leading formation gatherings.

- Provide clear roles and expectations for all volunteers.
- Ensure that enough trained catechists are available for all events.

Sacramental Preparation - Confirmation

- Oversee Confirmation preparation and serve as the primary catechist.
- Support youth participation in OCIA or other sacramental pathways as needed.
- Ensure Confirmation preparation is accessible, faithful, relational, and connected to ongoing participation in the life of the Church.
- Maintain calendars and records for Confirmation candidates.

Young Adult Ministry

- Minister to the spiritual needs of young adults ages 21-34.
- Create regular opportunities for community, prayer, and service.

Prayer, Worship, Service, & Mission

- Maintain a visible presence at Masses and parish events.
- Form program participants in the many expressions of Catholic spirituality.
- Promote regular participation in Mass and the sacramental life of the Church.
- Coordinate volunteer service opportunities in the local community.
- Plan and facilitate spiritual enrichment such as retreats, pilgrimages, participation in the liturgy, and organized prayer.