



# Church of the Holy Eucharist

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Tabernacle, NJ 08088

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## **Position Title: Coordinator of Youth Ministry**

### **Job Identification:**

This position reports to the Coordinator of Faith Formation. Coordinator of Youth Ministry is a part time, hourly position. The position is 25 hours per week and requires evening and weekend hours. On a weekly basis, the hours will include Monday to attend the weekly staff meeting at 1pm. Hours would also include planning and preparation for the programs as well as the calendar of Sacrament meetings during the week and sessions on the weekends.

### **Job Summary:**

The position is responsible for the direction, organization, and administration of the sacrament program for Confirmation and Breakthrough (sacramental formation for teens who desire the Sacraments of Initiation-Baptism, Eucharist, Confirmation) as well as youth ministry for teens and middle schoolers. This position also provides Family Faith Formation (LIFT) support.

### **Specific Responsibilities:**

- Manage the curricula, staffing and activities of the Confirmation sacramental program.
- Collaborate with and be part of a cohesive team in building faith and community.
- Recruit and see to the formation of volunteers needed to assist in the program.
- Implement, deliver and support teen and middle school ministry programs.
- Attend Parish staff meetings as well as educational workshops, conferences or training.
- Assist the Director of Faith Formation at LIFT Family Faith Formation sessions.

### **Qualifications and Competencies:**

- Have experience with teens or middle schoolers in ministry.
- Excellent communication skills (oral and written).
- Organizational and personal interaction skills.
- Program planning and team building skills.
- Ability to invite and support people in ministry.
- Knowledge of basic computer systems like Microsoft Office and Outlook
- Ability to pass a background check.

### **Other:**

- Practicing Roman Catholic
- Sound and mature spirituality