

# Diocese of Sacramento

## JOB DESCRIPTION

<b>DEPARTMENT:</b>	<b>Evangelization and Catechesis</b>
<b>POSITION:</b>	<b>Associate Director for Youth and Young Adult Ministry</b>
<b>CATEGORY:</b>	<b>Exempt Full Time</b>

**SUPERVISOR:** Director, Department of Evangelization and Catechesis

### **JOB SUMMARY:**

The Associate Director for Youth and Young Adult Ministry leads a team of Regional Coordinators that create, direct, and maintain ministry to youth and young adults within the diocese by forming, supporting and partnering with youth and young adult ministry coordinators to make disciples of Jesus. This is accomplished by both empowering, training, and supporting lay ministry leaders; and assisting parishes, parish cluster groups, and apostolic movements with pastoral planning and program development.

### **Specific responsibilities include:**

- **Supervision of Professional Staff:** Supervise two full time Regional Coordinators for Youth & Young Adult Ministry
- **Visioning:** Articulate a comprehensive vision for youth and young adult ministry in the diocese, based on the goals of the U.S. Bishops documents, Sons and Daughters of the Light, Renewing the Vision, and Conclusions: First National Encounter for Hispanic Youth and Young Adult Ministry.
- **Advocacy:** Be a voice for all youth and young adults in the life and work of the Catholic Church in the diocese and in the individual parishes.
- **Diocesan Collaboration:** Work collaboratively with various diocesan agencies (including, but not limited to, campus ministry, vocations, ministry formation, family ministries, divine worship, religious education, peace and justice, Hispanic ministry, etc.) in mutual areas of interest and jointly-sponsored projects and events.
- **Diocesan Programming:** Vision, create, develop, maintain, and grow diocesan and regional (multi-parish) youth and young adult ministry programs and other forms of outreach to and faith formation for youth and young adults
- **Parish Consulting:** Provide consultative and evaluative services to parishes and clusters on issues related to youth and young adults and young adult ministry and evangelization.
- **Support of Ministry Leaders:** Provide orientation and on-going support to Youth & Young Adult Ministry Leaders
- **Ministry Training:** Train parish staffs and local ministry leaders in young adult ministry through regular leadership training programs, ministry workshops, and one-on-one mentoring.
- **Parish Collaboration:** Work with and communicate regularly with parish staffs and local ministry leaders to create and develop a ministry to, for, and with youth & young adults
- **Leadership Development:** Introduce and encourage youth and young adults to a life of leadership and a vocation to pastoral ministry in the Church, and train and prepare them accordingly.
- **Evaluation:** Continually evaluate, brainstorm, and strive to improve the youth and young adult outreach and ministry of the diocese and the youth and young adult ministry work in the parishes and clusters.
- **National Connections:** Attend, learn from, and network with other youth and young adult ministry professionals at national, regional, and local young adult ministry gatherings; in addition, be aware of the national trends and resources that are available to those working in this ministry.
- **Spiritual & Professional Development:** Regularly engage in personal growth, professional development, theological study, prayer, charity and justice work, and spiritual formation.
- **Supervisory Responsibilities:** The Associate Director will directly supervise the Coordinator for Youth Ministry and Regional Youth Ministry Coordinators

### **Ideal Candidate will have:**

- A Bachelors Degree with formal training in ministry, pastoral ministry or catechesis (Master's Degree preferred)
- Good verbal and written skills in both English and Spanish.
- A good understanding of Pastoral Juvenil Hispana and Hispanic Movements
- Experience as a leader in a parish context with youth, college students, single adults, and young married couples
- Experience supervising professional staff
- The ability to work nights and weekends