

## **PERSONNEL POLICY GUIDELINES FOR PARISHES**

### **JOB DESCRIPTION**

#### **I. Identifying Information**

**Position Title:** [Associate] Director of Youth Evangelization (PK-5)  
**Status:** Full-time, Exempt, 12 months  
**Reports to:** Pastor, or Director for Evangelization

#### **II. Overview of Position**

The [Associate] Director of Youth Evangelization reports to the Director of Evangelization (if applicable) and is a key member of the Evangelization Team. The Associate Director is responsible for articulating and implementing the vision/mission set forth by the Evangelization Team for Elementary Youth (PK-5) and their families

#### **III. Job Responsibilities**

- Creates, implements, and (annually) evaluates a comprehensive approach to Evangelization for Elementary Youth (PK-5) that incorporates and supports the family
- Maintains good communication with the families about expectations and gatherings offering transparency and support
- Using the Process of Evangelization & Discipleship as a guide, offers a variety of programming, events, gatherings, and opportunities to meet the varying needs of youth and families. There should be an emphasis in witnessing to the faith and sharing the kerygma with youth in the catechetical setting, always in compliance with safe environment
- Oversees and implements the Sacramental Preparation for Reconciliation and Eucharist and ensures it connects into the broader vision of Youth Evangelization at the parish. Coordinates with the Parish School (if applicable)
- Recruits, equips, and accompanies a team of adult evangelists to help with efforts in Youth Evangelization, which includes:
  - Practically equipping adults for serving in Youth Evangelization (i.e. schedule, resources, training in methodology, training in catechesis);
  - Offering bi-annual feedback and evaluation of Volunteer Catechists and Facilitators;
  - And offering 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, regular gatherings, trainings, etc.
- Helps build bridge for PreK families to connect to the parish school (if applicable)
- In collaboration with the Director for Evangelization, and other Evangelization Staff, plans and promotes an annual calendar of programming and formational

opportunities. Oversees the marketing and advertising of programs and events (includes social media, website, bulletins)

- Evaluates and implements curriculum and supplemental curriculum available for youth programs to best meet the needs of the parish and families, in consultation with the Archdiocese of Cincinnati's Center for the New Evangelization and the recommended Curriculum & Resources Guide
- Conducts program evaluations and assessments to determine effectiveness of opportunities and refine efforts; includes evaluating volunteers
- Coordinates registration and collection of fees for programs (works with Director of Evangelization and/or administrative assistant)
- Collaborates with the Evangelization Team to implement a comprehensive plan for evangelization
- Other duties as assigned by the Pastor or Director for Evangelization

#### **IV. Candidate Expectations**

- Must complete and maintain SafeParish training and background check
- Must participate in continuing education and formation in catechesis, theology, spirituality, and methodology
- Highly recommend connecting and collaborating with the ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training

#### **V. Education, Training, and Experience**

- Strongly prefer a Bachelor's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
- Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments, and able to speak of one's relationship with Jesus
- Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
- Must be able to mentor and accompany families at different stages of the evangelization process
- Must be able to pray in front of and with others, to lead and participate in spontaneous prayer
- Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/apprenticing situations and in large group settings

#### **VI. Working Environment**

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

## **VII. Acknowledgement**

Employees of \_\_\_\_\_ Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of \_\_\_\_\_ Catholic Church. 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.

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**