



St. Stephen the Martyr
CATHOLIC CHURCH

Encounter, Know, Proclaim

Job Description

POSITION TITLE: Director of Youth and Young Adult Ministry
DEPARTMENT: Religious Education
REPORTS TO: Director of Catechesis and Evangelization
EFFECTIVE DATE: October 14, 2022
POSITION STATUS: Salary - Full Time - Exempt

Position Summary: The Director of Youth and Young Adult Ministry coordinates continued faith formation opportunities for youth (primarily 6th-12th grade) outside of a classroom setting, as well as engaging the young adult population (21—35). The Director of Youth and Young Adult Ministry will also help with Sacrament preparation for youth joining the Church or needing to receive a missed Sacrament and to serve as the parish Confirmation Coordinator. As a representative of the parish this position will need to put the mission of the parish first in all actions and communications with others. He/She will create a positive environment with an energetic personality for priests, parishioners, students, and staff members. This position must maintain confidential information and the discernment to know what must be kept confidential.

Essential Duties and Responsibilities:

- Assemble, oversee, and actively develop a core team of volunteers to help plan, prepare, and lead dynamic youth nights and functions designed to catechize and evangelize to our youth. This team should be a living example of living an authentic Catholic Christian life
- Assemble, oversee, and actively develop a core team of volunteers to help plan, prepare and lead events that will engage the young adults of the parish.
- Provide necessary training, faith-formation, and opportunities for spiritual growth within the youth and young adult communities
- Secure Safe Environment Training for adults 19 years of age and older who would like to work or volunteer with youth
- Keep open lines of communication between staff, parents, youth, and parishioners regarding youth and young adult ministry
- Promote events through bulletin articles, bulletin boards, flyers, e-mails, social media outlets, parish website, etc.
- Keep above mentioned means of communication (website, social media outlets, etc.) up-to-date

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- Organize special parish events that will help to move forward the Big Goal of the Archbishop
- Help youth with Sacrament preparation (also including Confirmation)
- Coordinate a variety of service opportunities, both in the parish as well as in the community
- Organize and lead retreats and opportunities for spiritual growth for teens/young adults throughout the year
- Coordinate and oversee trips such as summer mission trips and the Steubenville Youth Conference
- Create necessary paperwork for youth ministry functions, including promotional materials, volunteer forms, and registration forms
- Be responsible for all paperwork, including data entry of incoming permission slips, volunteer forms, etc., or oversee a trusted volunteer to do so
- Be available to present at school assemblies
- Daily classroom visits during school hours and during Religious Education (presence during lunch hour is encouraged)
- Be available to meet with, pray with, and listen to youth/young adults and/or their families on an as-needed basis
- Be available to the Archdiocese, area youth ministers & campus ministers as needed to offer input and support, and to network
- Researching areas of innovation for ministry on a national and local level that can help to supplement or replace current programming as they fit into the mission of the parish

Essential Skills:

- Must be able to foster a culture of customer service, collaboration, and Christ-like behavior, with a special emphasis on the virtues of faith, hope, and charity.
- Have a high level of understanding of relational ministry and ministry of presence
- Strong verbal and written communication skills; proficiency in composing reports, correspondence and letters and in publishing e-newsletters and flyers in English, ability to develop and facilitate youth programs and Sacrament preparation sessions; ability to read and understand church documents and guidelines.
- Ability to prepare and manage budgets for major events and programs and annual budget
- Ability to solve problems, make sound decisions, and deal with a variety of concrete variables.
- Proficiency in Microsoft Office and Goggle Docs.

Required Education and Experience:

- B.A. in Theology, Pastoral Ministry, or related field preferred, or Certificate in Youth Ministry or equivalent service or experience
- Must be a practicing Catholic.
- Knowledge of Catholic teachings, catechesis and documents on youth ministry.
- Experience working with youth and parents preferred

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Hours of Work: The Director of Youth and Young Adult Ministry will be expected to work after normal business hours and on weekends, and during normal parish office hours when necessary and/or at the supervisor's request.

Working Conditions –Physical Requirements:

	N/A	Less than 100%	11% to 49%	Greater than 50%		N/A	Less than 100%	11% to 49%	Greater than 50%
Work Environment					Work Environment				
Stand			X		Other: Running		X		
Walk			X		Quiet environment			X	
Sit			X		Other: Environmental noise			X	
Talk or hear				X					
Displays manual dexterity			X		Weight demands				
Climb or balance		X			Up to 10 lbs.			X	
Stoop, kneel, crouch or crawl			X		Up to 20 lbs.		X		
Reach with hands and arms		X			Up to 40 lbs.		X		
Lifting / Pulling / Pushing		X			Up to 100 lbs.	X			
Visual: Looking at computer screen				X	More than 100 lbs.	X			

SIGNATURES

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

EMPLOYEE: _____ **DATE:** _____

SUPERVISOR: _____ **DATE:** _____