

Diocese of Erie

St. Mark Catholic Center
Position Profile

Job Title: Director of Faith Formation for Young Adult and Youth Ministry
Department: Faith Formation
Location: Erie (SMCC)
Reports to: Executive Director of Faith Formation
Cabinet: Executive Director of Faith Formation
Classification: Salary
FLSA: Exempt; Full-Time
Budget: 00538
Date Created: 7/8/2024 (updated)

I. OBJECTIVE:

The primary responsibility of the Director of Faith Formation for Young Adult and Youth Ministry is to develop ministry opportunities, provide training, support, and resources in the diocese for young adult and youth ministry. This person is responsible for the faithful transmission of Catholic doctrine in faith and morals as defined in the *Catechism of the Catholic Church*, and described in recent papal documents, *Evangelii Gaudium*, *Catechesi Tradendae*. The director supervises and participates in the diocesan efforts for ministry to/and with young adults, college students, youth and various staff and volunteers who assist with these ministries from the parishes and schools within the Diocese of Erie.

II. RESPONSIBILITIES:

- Functions as an integral member of the Faith Formation Team and collaborates with the Faith Formation team members in implementing the newly instituted Faith Formation Process for youth in grades 6-12 as well as, developing other goals and objectives for the Faith Formation Department.
- Promotes a comprehensive approach to youth and young adult ministry in the diocese utilizing the U.S. Bishops' documents including, but not limited to, *Renewing the Vision*, *Sons and Daughters of the Light* and *Empowered by the Spirit*. Has a familiarity with the *National Catechetical Directory*.
- Provides training, support, formation and resources in youth and young adult ministry for pastors, parish youth and young adult personnel, college campus ministers and volunteers.
- Develops and builds strong relationships with pastors and youth and young adult ministers. Fosters collaborative, positive working relationships with parishes, colleges, Catholic schools, diocesan departments, and diocesan staff.
- Facilitates the visioning, creation and development of diocesan programs and other forms of outreach to youth, young adults, and college students in the Diocese of Erie (i.e., Middle School Retreats, NCYC).
- Assists the Executive Director of Faith Formation in the development of budget.

- Supervises diocesan campus ministry personnel and coordinates diocesan efforts in campus ministry.
- Attends or delegates attendance at required, relevant or collaborative meetings, events, and programs.
- Maintains active membership in national and regional youth ministry organizations in order to monitor national trends and directions and maintains accurate knowledge of up-to-date resources.
- Assumes responsibility for all content in printed materials and social media (i.e., website, Facebook, etc.) for youth and young adult ministry.
- Oversees volunteers and consultants working in these areas.
- Responds, as needed, to individual young adult needs and requests, and connects them to a local parish community and/or a regional young adult ministry network in their area.
- Performs other duties as assigned.

III. **QUALIFICATIONS:**

Education: A Master's degree in theology, pastoral ministry or related field. The person must be familiar with both theory and practice of young adult and youth ministry in a parish and/or campus setting.

Experience: A minimum of five years' experience in related field. Demonstrated experience in leadership and management of programs and volunteers, including fiscal responsibility.

IV. **COMPETENCIES:**

- Working knowledge of the documents; *Renewing the Vision, Sons and Daughters of the Light* and *Empowered by the Spirit*. Has a familiarity with the *National Catechetical Directory, Catechism of the Catholic Church, Evangelii Gaudium* and *Catechesi Tradendae*.
- Passion for working with youth and young adults and an understanding of the developmental stages of middle school and high school youth and young adults.
- Excellent communication, organizational, administrative and presentation skills.
- Demonstrated ability to work in collaboration with other diocesan offices to communicate and implement diocesan vision with pastors, campus ministers and parish leadership.
- Successful strategic planning and annual program planning and needs assessment.
- Proficiency with computers and online platforms, as well as demonstrated competency with Microsoft Office, with ability to learn specialized software (e.g., Salsa).
- Experience in technology (website management, social media).
- Demonstrated ability to be self-directed in work habits, position requires a person to be self-motivated and a self-starter.
- Ability to travel extensively both within and outside the diocese.
- Competence in creating and managing budgets with careful monitoring of all spending.

V. OTHER REQUIRED:

- Must be a practicing Roman Catholic with a strong faith commitment, dedicated to Gospel values, with a mission-driven understanding of young adult and youth ministry, and dedicated to promoting the Church’s vision for lifelong faith formation.

VI. WORKING CONDITIONS

- As a professional exempt position, the Director of Faith Formation for Young Adult and Youth Ministry is required to work whatever hours necessary including evenings and weekends to accomplish the work and be willing to engage in extensive travel throughout the diocese.

VII. PHYSICAL CONDITIONS

- Work is performed mostly in an office and parish setting. Employee must be able to do extensive computer work and attend evening or weekend meetings. The employee is required to lift and move up to-15 pounds (laptop, projector, etc.). Employee must have a valid driver’s license.

Note: The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.

Supervisor

Date

Incumbent

Date