



Job Description

Diocese of Charlotte

POSITION TITLE: Youth Evangelization and Catechesis Co-Coordinator
DEPARTMENT: St. Luke Church
REPORTS TO: Pastor
FLSA: Non-Exempt

St. Luke Catholic Church Mission Statement: To be a Christ-Centered Church Responsive to the Needs of All. Preserving, Spreading and Celebrating the Teachings of Jesus. Offering Hope, Comfort and Peace.

POSITION SUMMARY: Outgoing, professional catechetical leader who works to engage our middle and high school youth and their families in a positive and uplifting experience in leading them on their journey to explore our faith and the true love of God. Directs several dimensions of the parish religious education program for youth in 6th-12th grade including Confirmation preparation and youth ministry, participates in parish staff meetings, works collaboratively with faith formation staff; performs other duties as assigned. Enjoys ongoing discovery and practice of Catholic teaching and enthusiastically sharing the truth.

ESSENTIAL FUNCTIONS:

1. As a member of the parish staff, attend staff meetings and participate in decision-making regarding parish direction and activities.
2. Confer and collaborate regularly with the Pastor, faith formation staff and Education Commission regarding programs and goals for the middle and high school faith years. Collaborate with various other parish committees including but not limited to the Liturgy Commission, Education Commission, Family Life Ministry, and Servant Leadership Team on calendaring, sacramental planning, and overall pastoral objectives.
3. Plan, organize, and direct youth faith formation programming (including Confirmation preparation); develop annual calendar; schedule and coordinate classes, programs, and registration; select appropriate teaching materials for assigned grade levels; and engage the classes in large group activities.
4. Responsible for all aspects of preparation of youth and parents for the sacrament of Confirmation; will act as a liaison to the Diocese to ensure sacramental compliance. With support of the faith formation staff and volunteers, manage and direct classes, rehearsals, receptions, service hours, retreats, and celebrations.
5. Ensure youth in RCIT (6th-12th) needing initiation sacraments are well-disposed through program materials and discipleship.
6. Develop and promote a holistic middle school youth ministry to work alongside current Confirmation preparation to be offered regularly and year-round. Maintain programs (Teens for Christ - T4C) for high school youth to continue their faith journey. Build youth ministry programs that incorporate faith formation, catechesis, apologetics, socialization, retreats, and service that meet the needs of the youth of the parish, reaching multiple cultures.
7. Engage and communicate with parents in meaningful ways to encourage them to be the first and best teachers of the faith at parent meetings and beyond. Continue channels of communication to youth and families through Remind, parent newsletters, emails, phone calls, the youth blog, social media, and parish-wide communication tools.



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8. Work with faith formation staff to recruit, train, and steward catechists and CORE team youth ministry volunteers to ensure appropriate classroom coverage, ministry event coverage, and student support.
9. Develop annual budgets and organize the purchase of program materials and supplies; raise funds as needed.
10. Provide a safe environment for those served in the parish community; assist the Safe Environment Coordinator to ensure all faith formation catechists and volunteers successfully complete the background check and Protecting God's Children training per diocesan policy, keep up with Virtus bulletins, and follow safe environment protocols; and implement safe touch curricula by grade as instructed by Diocese.

OTHER RESPONSIBILITIES:

1. Performs other duties as assigned by the Pastor, with input from the faith formation staff and Education Commission.
2. Facilities management duties to include submitting calendar requests for shared spaces, and adherence to health and safety protocols.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. BA in Theology/Religious studies or related field and/or a certificate in ministry or theology from a Catholic institution of higher learning.
2. Experience in a paid or volunteer role with youth ministry.
3. Excellent language and communication skills - bilingual in Spanish preferred.
4. Demonstrate competence utilizing all forms of communication to positively engage parish including social media, virtual platforms, and electronic communications.
5. Computer literate with competency in MS Suite and a parish database management system (PDS) preferred.
6. Active and practicing member of the Catholic Church. Must show a letter from the home parish, if other than the one applying to. Ideal candidate would be a current or future member of St. Luke Parish.
7. Must be able to pass all employment screening requirements and adhere to all policies and procedures as outlined in the employee handbook for the Diocese of Charlotte.

WORKING ENVIRONMENT:

This position requires frequent evening and weekend work. The hours vary per week according to events and seasonal fluctuations with *an average of 15 hours a week* across the year.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, grasp, hear and perform repetitive motions of the hands/wrists. Must occasionally lift and move items up to 20 pounds.