

## **COORDINATOR OF FORMATION FOR YOUTH AND YOUNG ADULTS**

Coordinator of Formation for Youth and Young Adults is actively involved in bringing forth the Mission of the Church through evangelization and formation of our youth at St. Raymond Parish. This position is responsible for the development, articulation, and implementation of a plan for ministry to youth and young adults from middle school through entry into professional life. The critical concern of this process centers on the transition from high school to young adulthood, a time of life in which many decide to abandon the church and the practice of religion. This position requires availability on evenings and Sundays. This position reports to the Pastor and works closely with the entire staff, parish mission council, and commission leaders.

### **RESPONSIBILITIES**

#### **Ministerial**

Competent in sharing quality theology as it relates to the mission of the church.

Develop, articulate, and implement a comprehensive plan for ministry to youth and young adults from middle school through entry into professional life.

Collaborates with the Coordinator of Formation for Children and Sacramental Preparation to develop a parish program for middle school youth ministry (6-8).

Collaborates with the Coordinator of Formation for Children and Sacramental Preparation to ensure continuity of formation with middle school students through the sacrament of confirmation into high school ministry.

Coordinates the Branches program of high school small communities including recruitment and registration of group participants, formation of teen leaders, recruitment and training of adult home group leaders, curriculum development, and evaluation of group process. Looks for ways to bridge branches to more cohesively to the Parish.

Coordinates the annual Kairos retreat for high school juniors and seniors, and develops ongoing student leadership for the Kairos retreats.

Plans and accompanies retreats, mission trips and service opportunities for middle school and high school students outside of Kairos.

Assists with the annual Confirmation retreat.

Participates in processes for welcoming and integrating new members.

Establishes a leadership body of parish members ages 18-30 to discern the needs and opportunities for building community and meeting spiritual needs of young adults.

Manages recruitment, orientation, ongoing formation opportunities, supervision and evaluation of parish volunteers working with youth formation.

Develops strategies for outreach and evangelization of young adults in the Mount Prospect / Northwest suburban community.

Collaborates with the parish advisory commissions on Lifelong Formation and Evangelization to ensure the availability of quality formation opportunities for youth and young adults. Attends parish council meetings as appropriate.

Attends parish staff meetings.

Attends parish council meetings as appropriate.

Participates in meetings and relates to deanery, vicariate, archdiocesan and ecumenical structure as appropriate.

Maintains communication and collaboration with other parishes, high school and college youth and campus ministers.

Provides referral to appropriate counseling resources and programs for crisis prevention and intervention for youth.

### **Administrative**

Maintains and updates necessary budget and registrations for ministry activities.

Coordinates and facilitates the Archdiocese of Chicago *Safe Environment* programs for youth, volunteers and parents in religious education programs and services.

Reports statistics of parish youth ministry annually as requested for the annual report.

Ensures adequate forms of communication and use of technology to support youth and young adult formation.

**REPORTS TO:** Pastor

### **QUALIFICATIONS:**

Bachelor's Degree required; theological or ministerial focus in education preferred.

Prior experience in ministry preferred; strong spiritual leadership skills with a passion for guiding faith formation for parish families.

Completion of the Archdiocese of Chicago Catechist Certification.

Completion of the Archdiocese of Chicago training for Protecting God's Children.

Completion of the IL State Mandated Reporter Training.

Strong Technical skills for social media and digital marketing/communication to youth.

Excellent interpersonal, oral, and written communication skills.

Team player with strong presentation skills, decision making ability, and collaborating efforts to conduct open dialogue.

Strong Microsoft Office skills including Word, Publisher, and PowerPoint. Parish Database (PDS) knowledge useful.

Demonstrated understanding and support for Catholic Church teaching, missions and values.

Team player and leader; ability to work as needed for the role and execution of responsibilities.