

## **DIRECTOR OF FORMATION FOR YOUTH AND ADULTS**

### **POSITION SUMMARY**

The major focus of this position is the articulation and implementation of a plan for ministry to adults across generations (from high school to mature adulthood); promoting and facilitating the incorporation of adult learning into the culture of the parish. 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. Building on the response to this challenge, the position involves creative development and oversight of ministry to adults consistent with the parish vision and with archdiocesan policies. This position requires some availability evenings and Sundays.

### **RESPONSIBILITIES**

#### **Ministerial**

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.

Collaborates with the Director of Formation for Children and Sacramental Preparation to ensure continuity from the sacrament of confirmation to high school ministry.

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

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

Coordinates archdiocesan *Safe Environment* programs for youth, volunteers and parents in youth ministry programs and services.

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

Plans and accompanies retreats, mission trips and service opportunities..

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

Coordinates a process 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.

Collaborates with the RCIA team as needed.

Maintains communication and collaboration with other parishes, high school and college youth and campus ministers, as well as with ecumenical and social outreach organizations in the community.

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

Attends parish staff meetings.

Collaborates with the parish advisory commissions on Lifelong Formation and Evangelization to ensure the availability of quality formation opportunities for adults.

Attends parish council meetings as appropriate.

### **Administrative**

Maintains and updates necessary budget and registrations for ministry activities.

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

Maintains parish library.

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

**REPORTS TO:** Pastor

**SALARY:** Starting at \$40,000 or higher depending on education and experience. This is a full time benefits eligible position.