



DIocese OF ROCKFORD

Diocesan Coordinator of Youth & Young Adult Ministry

Overview

The **Diocesan Coordinator of Youth & Young Adult Ministry** is a full-time, exempt, ministerial position located at the Diocesan Administration Building in Rockford. The purpose of this position is to accompany and empower youth and young adult ministers, clergy, and parishes, as they share Christ's saving love and make disciples. This position will work closely with the Diocesan Director of Religious Education & Formation and the Regional Directors of Religious Education to provide a vision of youth ministry, ongoing formation opportunities, and ministerial resources.

Reporting

This position reports directly to the Diocesan Director of Religious Education and Formation.

Essential Functions of the Position:

1. Support to parishes and ministers
 - Vision for youth and young adult ministry
 - Develop and share a diocesan vision for youth and young adult ministries.
 - Work to create a diocesan-wide culture that understands and values young Catholics and the ministries that serve them.
 - Advocate for the youth and the ministries that serve them.
 - Youth and young adult minister formation
 - Plan and implement formation opportunities for youth and young adult ministers. Offering intellectual, spiritual, moral, and ministerial formation.
 - Plan and host regular youth and young adult minister meetings.
 - Maintain a core team of youth ministers that advise the department.
 - Partner with the Regional Directors of Religious Education to serve the ministers within their deaneries.
 - Mentor and supervise parish Youth Ministers through periodic parish visits.
 - Help parishes connect with resources and organizations that align with the diocesan vision for youth ministry.
 - Maintain regular communication with youth ministers through social media, newsletters, and phone calls.
 - Promote diocesan offerings and recruiting prospective candidates through parish visits, contact with pastors, and communication with ministerial leaders.
 - Promote, interpret, and as needed, update diocesan policies related to youth and young adult ministries.
 - Collect, monitor statistical information, and permanent records related to applicable programs.
 - Serve as a point person for Diocesan-sponsored groups for parishes (NET Ministries, NCCY, NFCYM, Totus Tuus, etc).
 - Offer support to parish and regional efforts providing outreach to single, married, and discerning young adults through programs such as Theology on Tap, etc.

- Oversee the Annual St. Timothy Youth Award.
2. Support of youth, young adults, and families of the Diocese
 - Coordinate and execute a regular Diocesan youth summit.
 - Promote chastity, discernment, and vocational outreach and support.
 - Maintain webpages and resource hubs for youth and young adult ministry.
 - Empower parents to raise Christocentric children by providing resources addressing relevant issues: mental illness, gender identity, chastity, vocations, etc....
 - Promote and facilitate participation in youth gathering such as World Youth Day and larger Catholic youth conferences.
 - Partner with other diocesan offices to serve the needs of youth and their families.

Additional Responsibilities:

1. Assist the Catholic Education office in its greater mission to form and prepare lay ministers.
 - Participate in Diocesan days of formation such as Catechetical Leaders Days and Retreats, New Personnel Employee Day, New Catechetical Leaders Orientation.
 - Participate in Diocesan formation programs like Ministry Formation, Diocesan Theological Institute, Catechetical Leaders Certification, and Catechist Certification.
 - Assist in overseeing the budget and finances of relevant programs and events.
 - Participate in Catholic Education Office and Regional Director department meetings.
2. Engage in the larger Catholic dialogue on youth and young adult ministry.
 - Participate in an approved annual conference such as NFCYM or NCCL
 - Incorporate the youth into diocesan and Church activities such as the Eucharist Revival, the diocesan annual theme, etc.
 - Stay abreast of new offerings in materials, resources, and programing for youth & young adult ministry.
 - Stay current on Church documents and statements pertaining to the youth.
 - Consult with colleagues in similar positions in other dioceses.
 - Represent the Diocese at regional, province and national meetings/conferences.

Requirements

Education Required: Bachelor's degree in related field (Youth Ministry/ Theology / Catechesis / Pastoral Ministry); knowledge of Church doctrine, especially the documents on Evangelization, Youth & Young Adults, Catechesis, and Lay Ecclesial Ministry.

Experience Required: Five-year experience in related field; demonstrated experience in leadership and management of staff, including fiscal responsibility.

Skills Required: Excellent communication, preferred bilingual (English and Spanish), organizational, administrative, and presentation skills; proficiency with computers and electronic communication; have a valid driver's license; ability to supervise and oversee staff; ability to work in collaboration with other diocesan offices to communicate and implement diocesan vision, guidelines, and policies with parish leadership; competence in creating and managing budgets and careful monitoring all spending.

Other Required Attributes: Must be a practicing Roman Catholic in good standing with the Church, with a strong faith commitment, dedicated to the Gospel values and living a life of prayer and service, with a kerygmatic-driven understanding of catechesis and the Church's vision for lifelong faith formation. Availability to work evenings and weekends as needed.

Please submit your resume with a cover letter to:

Kris Mimier, Education Department Business Manager at: kmimier@rockforddiocese.org