

**St. Mary Immaculate Parish**  
**Plainfield Illinois 60544**  
**Director of Youth and Young Adult Ministries**

<b>Job Title:</b>	Director of Youth and Young Adult Formation	<b>Job Category:</b>	Faith Formation
<b>Department/Group:</b>	Faith Formation	<b>Supervisor:</b>	Mrs. Geri Morse, Director of Faith Formation
<b>Location:</b>	15629 S. Rt. 59 Plainfield IL 60544	<b>Travel Required:</b>	Occasionally
<b>Level/Salary Range:</b>	Commensurate with experience	<b>Position Type:</b>	Full-time with benefits
<b>HR Contact: Submit Application to</b>	Mrs. Laura VanHam <a href="mailto:lvaham@smip.org">lvaham@smip.org</a> or mail: Youth Ministry Search Committee St. Mary Immaculate Catholic Church 15629 S. Rt 59 Plainfield, IL 60544	<b>Date posted:</b>	December 1, 2021

**Job Description**

The Director of Youth and Young Adult Ministries is responsible for collaborating with Faith Formation Ministers to create and provide to our youth and young adults in the parish with opportunities to encounter Jesus Christ through catechesis, evangelization, service and worship.

The Director facilitates the ongoing development of a personal and communal faith life of our youth and young adults through prayer, sacramental experiences and fellowship and advocates for them to the larger parish and parish ministries. Nurturing them to become passionate disciples, eager to live out and share their faith with others. Candidate must be open to parent involvement and growing community relationships.

This position is designed to allow one to bring their own creativity and vision to the job while creating an umbrella ministry that engages and fosters our families, middle school and high school students and young adults in the parish.

**Skills/Qualifications**

Our Director of Youth and Young Adult Ministries will exhibit the following traits:

- Committed and practicing Roman Catholic in good standing with the Church
- Possesses a joyful willingness to serve the parish
- Encourages and fosters collaboration among the staff, and occasionally works with other staff members on projects and events that are outside area of primary responsibility
- Enjoys working with all ages of youth and young adults ages 11-30
- Demonstrates excellent communication skills
- Comfort with technology and social media with proficiency in Microsoft Office and Google Suites
- Unafraid to work independently
- Ability to minister on Spanish a plus

**Duties**

Tasks	Expectations
Create and implement programs for middle school students that will encourage the forming of social connections with their peers centered on Christ.	<ul style="list-style-type: none"> <li>• Minimum of 1x per month</li> <li>• Growth in participants</li> <li>• Included families 2x per year</li> </ul>
Maintain and grow our high school youth ministry program. Focus on leading teens to enrich and enhance their personal relationship with Jesus Christ through formation and fellowship. Plan and implement an annual weekend retreat and quarterly evenings for prayer and reflection.	<ul style="list-style-type: none"> <li>• Minimum 1 x per week</li> <li>• Growth in participants</li> </ul>
Provide opportunities for our young adult population to become more involved in their faith development through formation programs and social events. Encourage and aid with the cross-over to other parish ministries.	<ul style="list-style-type: none"> <li>• Minimum of 6 events a year</li> <li>• Growth in participants</li> </ul>
Create opportunities for (but not limited to) the following Young Adult Groups: - Young couples - Dating couples - College age - Engaged couples - Cultural groups	<ul style="list-style-type: none"> <li>• Minimum 2 events per year</li> </ul>
Promote service throughout your ministry for all ages; including but not limited to summer retreat and mission opportunities for Middle and High School students.	<ul style="list-style-type: none"> <li>• Minimum 4 events per year</li> </ul>
Contribute a presence in our Confirmation program via participation in Parent Teens Nights, Retreats and the high school confirmation program.	
Full and total engagement in your role as parish staff member. Being present for parish sacramental celebrations, formation events and fellowship opportunities.	
Coordinate with the Diocesan Youth and Young Adult Ministry Offices when possible.	
Foster the involvement of young people in the parish in the Church-at-Large, participating in parish, diocesan and national events (i.e. youth conferences, etc).	
Recruit, train and motivate youth peer leaders and adult volunteers.	
Oversee program expenses for youth and young adult ministries, preparing and submitting an annual budget.	
Maintain policies and record compliance with the Diocese of Joliet’s Protecting God’s Children/Virtus program and maintain necessary office and program records.	

**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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to handle or feel objects. The employee is occasionally required to stand, walk and reach with hands and arms.
2. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
4. The employee may occasionally have to drive.

**Educational Requirements**

Bachelor's Degree in Religious Studies or Theology  
Certification or experience in Youth Ministry