

**Job Title: Director of Youth Faith Formation**

Reports to: Pastor  
 Location: Little Flower Catholic Parish, Toledo (OH)  
 FLSA Status: Salaried Full-Time; Exempt  
 Date: 10 February 2020

**Position Summary**

The Director of Youth Faith Formation develops missionary disciples who know, love and serve God as cheerful and committed members of the Catholic Church. The ministry leadership position oversees effective faith formation of middle and high school students, seeking expressly to facilitate an on-going encounter with Christ Jesus by advancing understanding and practice of the Catholic Faith of students and their parents.

**Primary Duties and Responsibilities**

- Creates, leads, promotes and evaluates the multi-year Confirmation preparation for students in Grades 6 – 8 (*Purpose*), working cooperatively with the Saint Benedict School middle school teachers and principal.
- Recruits, trains, mentors and evaluates core team members for *Purpose*.
- Creates, leads, promotes and evaluates the multi-year faith formation for students in Grades 9 – 12 (*Life Teen*).
- Recruits, trains, mentors core team members for *Life Teen*.
- Builds relationships with youth and their families aiming to deepen their parish engagement, seeking also to make meaningful connections outside of scheduled programs.
- Equips parents as the primary educators of their children.
- Serves as the leading pastoral presence at 5:30 p.m. Sunday *Life Teen* Mass, working cooperatively with the Director of Music and Pastor.
- Coordinates sacramental formation and reception for all children outside usual reception sequence (Baptism, Reconciliation, Eucharist and Confirmation).

**Other**

- Commits to continuous personal development including faith formation.
- Participates as a member of the parish Leadership Core Team.
- Attends continuing education seminars, workshops, etc. and participates in webinars as needed or directed by the Pastor.
- Participates weekly in Sunday 5:30 p.m. Mass and other weekend Masses as needed or requested by the Pastor.

*Encountering the Risen Lord Jesus Christ, Living as His missionary disciples and  
 Sharing His fullness of His life in the spirit of Saint Thérèse  
 Simplicity || Relationality || Discipleship*

- Works cooperatively with the parish Protecting Youth Compliance Officer to ensure required personnel and adult volunteers are in compliance with all diocesan regulations.

## **Job Qualifications**

### Religious Background

- Active Catholic in good standing with the Church

### Education/Experience/Knowledge:

- Bachelor's degree – preference for Bachelor's and/or Master's Degree in a religious discipline or education
- Demonstrated effectiveness in evangelizing youth and families with an underlying understanding of intentional discipleship, relational ministry, adolescent and family development
- Clear and cogent understanding of the Catholic Faith and a high ability to teach it effectively to youth with respect to their varied backgrounds and home environments
- High interest and capacity to engage parents as the primary educators of their child/ren
- Knowledge of evangelical and catechetical best practices for youth and families

### Communication, Interpersonal, Competencies

- Ability to recruit, develop and empower lay volunteers as effective evangelists and catechists of youth and parents
- Ability to form and lead effective ministry teams
- Excellent written and verbal communication skills
- High abilities for identifying and prioritizing tasks and flexibility in executing duties through their proper completion
- Ability to utilize a cooperative team-orientated approach to leadership and ministry
- Above average computer and social media competencies including familiarity with Facebook, Instagram, Twitter and Flocknote