



Job Title: Director of Youth & Young Adult Faith Formation

Reports To: Pastor

FLSA Status: Exempt (Full-Time / 40hrs. per week)

Salary: \$75,000 to \$90,000

Position Summary

The Director of Youth & Young Adult and Faith Formation is responsible for leading a dynamic and engaging ministry that fosters discipleship, spiritual growth, and community among middle school, high school, and young adult parishioners. This role builds a culture of evangelization by inviting young people into a deeper relationship with Jesus Christ and active participation in the life and mission of the Church.

Key Responsibilities

1. Youth Ministry (High School)

- Develop and oversee a comprehensive youth ministry program for grades 9–12
- Plan and lead regular gatherings, retreats, service opportunities, and faith formation sessions (faith formation sessions, Vacation Bible School)
- Prepare youth for the Sacrament of Confirmation in collaboration with clergy and catechists
- Foster a welcoming, safe, and engaging environment for all youth

2. Young Adult Ministry (Ages ~18–35)

- Create and grow a vibrant young adult ministry that meets the spiritual and social needs of young adults
- Organize Bible studies, small groups, social events, service projects, and faith-based discussions (our current 2:42 ministry)
- Build pathways for ongoing formation, leadership, and parish involvement

3. Evangelization & Outreach

- Develop strategies to engage inactive youth and young adults, as well as those new to the parish
- Cultivate a culture of invitation and belonging
- Utilize digital platforms and social media to reach and connect with young people

4. Leadership Development

- Recruit, train, and mentor volunteer leaders, core team members, and catechists, ensuring they meet Diocesan guidelines (Safe Environment trainings/certification)
- Empower youth and young adults to take leadership roles within ministry
- Provide ongoing formation and support for ministry volunteers

5. Collaboration & Integration

- Collaborate with parish staff, school leadership (if applicable), and other ministries to integrate youth and young adults into parish life
- Partner with parents to support the faith development of their children
- Coordinate with diocesan offices and participate in regional events and trainings

6. Retreats, Events & Sacramental Preparation

- Plan and execute retreats, conferences, mission trips, and service opportunities
- Oversee Confirmation preparation and ensure alignment with diocesan guidelines
- Support liturgical involvement of youth and young adults

7. Administrative Responsibilities

- Manage ministry budgets, calendars, and registrations
 - Maintain communication through email, bulletins, and social media
 - Ensure compliance with diocesan safe environment policies
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Qualifications

- Practicing Catholic in good standing with a strong commitment to Church teaching
 - Bachelor's degree in Theology, Ministry, Religious Studies, or related field (preferred)
 - 5–7 years of experience in youth and/or young adult ministry
 - Strong leadership, organizational, and relational skills
 - Excellent communication and ability to connect with young people
 - Proficiency with social media and digital engagement tools
 - Ability to work evenings and weekends
 - Proficiency with Microsoft Office including Word, Excel, Power Point, Publisher; knowledge of Google Drive Suite (Sheets, Docs, Forms, Slides, etc.) and skills to navigate data-based programs (i.e. Camino)
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Key Competencies

- Passion for evangelization and forming missionary disciples
 - Ability to relate to and inspire youth and young adults
 - Strong pastoral presence and approachability
 - Creative, energetic, and adaptable leader
 - Collaborative and team-oriented mindset
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Work Environment

Flexible schedule required, including evenings, weekends, retreats, and special events.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
 - Frequent walking, standing, and moving around the parish campus to support programs and events
 - Must be able to lift 25 pounds at times
 - Must be able to access and navigate each department at the organization's facilities
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Compensation

Salary and benefits commensurate with experience and in accordance with diocesan guidelines.

Benefits included, but not limited: medical, dental, vision, life insurance, 403B