

Title: **Director of the Office of Youth and Young Adult Ministry**

Purpose: To direct and implement the Diocesan Youth and Young Adult Ministry Programs and provide resources to support parishes in the same.

Primary Responsibilities:

Direct and coordinate the Diocesan Office of Diocesan Youth and Young Adult Ministry. Implement the vision and directives of the Bishop in respect to Diocesan Youth and Young Adult Ministry, and in consideration of Church documents such as *Renewing the Vision* (NCCB, 1997) , *Sons and Daughters of the Light* (NCCB, 1997), *Christus Vivit* and other resources.

Work collaboratively with the offices of the Department of Pastoral and Educational Services to promote the goals of youth and young adult ministries.

Research and evaluate youth and young adult ministry programs and materials for appropriateness for use in the Diocese of Youngstown.

Serve as a consultant for parishes in the areas of youth and young adult ministries.

Provide parishes resources and other materials that support the goals of youth and young adult ministries. (Communicate these via email updates, the Diocesan Communiqué, website, and Facebook groups.)

Provide opportunities for training of parish youth ministers and young adult ministers.

Coordinate special diocesan-wide youth ministry events such as the Diocesan Youth Convention, Eagle of the Cross awards, etc.

Coordinate diocesan participation in national youth and young adult events.

Represent the diocese in various state, regional and national youth and young adult ministry groups like Region 6 Directors, Ohio Directors of Youth Ministry, Ohio Directors of Young Adult Ministry, etc.

Provide necessary reports and statements of accountability, including the office budget.

Maintain office pages on the diocesan website and office social media platforms.

Submit office items for the monthly diocesan Communiqué'.

Attend regular meetings of the Department of Pastoral and Educational Services and participate in the appropriate departmental programs and initiatives.

Supervise all volunteers and temporary assistants on programs for ethical work on particular programs, as appropriate.

Office Management (Do general filing and typing; Enter office-planning calendar into the computer; Maintain office-filing system; Update rosters, mailing lists, directories, etc.; Request funds and request vendor numbers as needed; Perform billing for youth and young adult ministry programs; Order office supplies; Deposit checks; Request updates in the Masterfiles (via Data); Design necessary booklets, pamphlets and invitations, including copying, collating, distributing; Execute mailings (bulk, first class, UPS, etc.) with Mail Room; Make and take phone calls for the office; Open mail; Enter registrations for all youth and young adult events; For diocesan events, check with the Office of Safe Environment status of each adult chaperone/volunteer; Shred registration/release forms 8 years after the event; other related duties as necessary.)

Secondary responsibilities:

Attend and contribute to, when appropriate, Parish Ministers meetings, in-services, retreats and events for networking, communications and distribution of materials.

Assist, as needed, at other diocesan or department events (i.e., Chrism Mass, Liturgy Day, etc.)

Participate in Deanery Representatives meetings to obtain parish ministers input into youth and young adult programs.

Outreach to Catholic High School Campus Ministers for information and resource sharing, as appropriate.

Offer insights on youth and young adults to other diocesan offices and agencies, religious orders and clergy groups as requested.

Other duties as assigned by the Executive Director of Pastoral and Educational Services.

Accountable to:

Executive Director of Pastoral and Educational Services.