

Director of Youth and Young Adult Ministry

The Director of Youth and Young Adult Minister fully supports the parish community in helping animate our mission:

Bellarmino Chapel is a Catholic faith community that strives to live out the teaching and example of Jesus Christ in the spiritual tradition of St. Ignatius of Loyola. We seek to be a parish where lives are transformed by the new and creative ways of the Holy Spirit. Nourished at the table of the Eucharist, we are sent on mission to make disciples, serve those in need, work for justice, and welcome all with love.

The Director of Youth and Young Adult Ministry is responsible for coordinating the parish's youth and young adult ministry with, by, to and for its young people, 7th thru 12th grade, and young adults 18-35 years of age; in close collaboration with parents, the pastor, pastoral staff, ministry leaders, the parish community and Xavier University. The Director of Youth and Young Adult Ministry will serve in the Ignatian tradition of spirituality and ministry by empowering young people to live healthy and fruitful lives of faith, service and justice.

Essential Ministry Components:

- Direct, implement, strengthen and grow High School and Junior High School (7th-8th grade) Youth Ministry
- Expand Young Adult (ages 18-35) Ministry
- Responsible for preparing young people for the sacrament of Confirmation in collaboration with the Director of Faith Formation
- Build teams of volunteers for youth and young adult ministry: recruit, screen, train, catechize, supervise, and evaluate volunteers and catechists
- Effectively communicate through all forms of parish communication, especially electronic and social media
- Educate and encourage staff and adult leaders of parish ministries on the importance of integrating young people into their efforts
- Encourage, assist and support young people in finding meaningful roles in the various efforts, ministries and services of the parish
- Collaborate closely with parents to support faith formation at home and integrate parent and family faith formation throughout the year
- Work collaboratively with other parish staff and the pastor in planning, coordinating and implementing programming such as retreats, conferences, service work, and mission trips
- Integrate Ignatian spirituality, prayer and spiritual formation into all aspects of programming
- Attend all staff meetings, planning/retreat days and other parish meetings as needed
- Work collaboratively with Xavier University, the Archdiocese of Cincinnati, other local parishes and outside organizations

- Prepare and manage the youth and young adult ministry budget and finances -- coordinate fund-raising as needed
- Establish and meet professional development goals in accordance with ministry needs
- Organize and maintain participation records, program files, and Child Protection documentation

Essential Skills:

- Passion for working with youth and young adults
- Demonstrated interpersonal communication skills, including effectiveness at conflict management
- Excellent oral and written communication skills
- Proven experience in program development and effective implementation
- Administrative skills, including budgeting, organizing and collaborating
- Team development, volunteer recruitment, training and management
- Competent in Catholic tradition and teaching (familiarity with Jesuits' missionary work and Ignatian spirituality desired)
- Practicing Catholic with an active personal and communal spiritual life
- Capable of effective use of technology to create documents, presentations, communication and social media
- Able to establish and sustain healthy relationships with appropriate boundaries
- Proactive and self-motivated with the ability to multi-task and work with minimal supervision
- Team player, ability to collaborate well with others, see the bigger picture, open to change

Qualifications:

- Bachelors' degree in theology, pastoral ministry, religious education or related field
- Master's and specialized training/education in pastoral ministry with young people preferred
- Minimum of 3 years of full-time parish ministry experience with young people (5+ years preferred)
- A strong commitment to the Catholic faith and a willingness to share it with joy and hope
- Passion for working with youth and young adults of various ages and stages of development
- A strong record of effective pastoral ministry leadership capabilities

Preferred start date July 1, 2020. Salary commensurate with experience, comprehensive benefits through the Archdiocese of Cincinnati. Review of applications will begin immediately and continue on a rolling basis. Please direct inquiries and/or your cover letter and resume to jobs@bellarminechapel.org.

