

**POSITION AVAILABLE
YOUTH FAITH FORMATION MINISTER/ SOCIAL MEDIA COORDINATOR**

The Youth Faith Formation Minister / Coordinator of Social Media (YFFM/SMC) will be a member of the parish's Pastoral Staff, work full time and report to the Director of Faith Formation. The YFFM/SMC promotes the total catechetical and spiritual formation of younger and older adolescents through the establishment and maintenance of programming and resources for all ministry to, with, and by middle school and high school youth. This includes the planning, coordination, development and oversight of all related efforts, events, activities, liturgies and programs to meet the needs of the middle school and high school youth. The YFFM/SMC will also be responsible for coordinating the parish website, establishing and maintaining a social media / online presence for the parish, including youth.

This position is a new addition to the Faith Formation team. The applicant must be enthusiastic and faith filled adult with a desire to join a team working to help people in all ages and stages deepen their relationship with Jesus Christ and live the Gospel. The applicant must be a practicing Roman Catholic, committed to the teachings and mission of the Church and to sharing these effectively with youth and their parents. In addition a qualified applicant will have:

- Creativity, joy, flexibility, and enthusiasm in evangelizing youth, their families, and the adults who work with youth in the parish.
- A Bachelor's degree in Theology, Religious Education, Pastoral Studies and/or related field.
- Strong knowledge of the Catholic faith and evangelization skills.
- Familiarity with Church Documents on Youth Ministry and Catechesis.
- Excellent interpersonal skills and sound judgment in interacting with youth and adults.
- Ability to recruit, inspire, coordinate and train volunteers.
- Familiarity with a variety of faith formation models.
- A willingness to work independently and a part of a team.
- Ability to be a resource to staff and lay leadership to expand online/social media presence.
- Working knowledge (or ability to learn) Parishsoft, Microsoft Office, and Google tools.
- Preferred familiarity with website management products and social media such as Twitter, Instagram, Vimeo, and Facebook.
- Must be well organized, able to multi-task and effectively work in a busy environment.
- Must be willing to maintain a flexible schedule as the nature of the work includes a combination of days, nights, and weekends.
- Demonstrates initiative in continuing education and formation.
- Has obtained or will obtain Archdiocesan training regarding Child protection and knowledge of related ministerial conduct guidelines.

Salary and benefits commensurate with responsibilities, experience, and education in conjunction with Archdiocesan guidelines.

Position is open immediately.

Please submit cover letter and resume to Jeanne Cregan, Director of Faith Formation at jcregan@holyfamilyduxbury.org

Detailed Job Description

The position encompasses the ministerial areas of catechesis (religious formation and sacramental preparation), community life (social), pastoral care of adolescents (adolescent issues and concerns), worship and prayer (liturgy and prayer experiences), justice and service (Catholic action), and leadership development and evangelization (sharing one's faith) for the youth of the parish. This position will involve building a comprehensive youth ministry program. Work is varied in nature with great responsibility requiring initiative, judgment, organizational ability, and knowledge of the interrelated functions of the position and the parish.

CATECHETICAL AND YOUTH MINISTRY RESPONSIBILITIES:

- Maintain a strong personal witness supported by a vibrant individual and communal prayer life, participate regularly in the sacraments, and attend an annual spiritual retreat.
- Design, coordinate and implement catechetical programming (GRADES 7 & 8), sacramental preparation (CONFIRMATION Grade 9 and 10), and Youth Ministry program in accordance with the guidelines put forth by the Archdiocese of Boston, which emphasize and promote integration of Catholic sacramental life and worship. (This includes Confirmation Retreat).
- Invite, train, assist, and oversee volunteer youth and adult teams in implementing youth formation activities including social, spiritual, service, opportunities for formation, and participation in intergenerational community building events.
- Work in collaboration with Director of Faith Formation to implement Faith Formation Curriculum for grades 7-10.
- Create necessary lesson plans to aid volunteer catechists in the presentation of classroom
- Ensure all youth events have adequate adult supervision within the requirements of Archdiocesan Child Safety guidelines.
- Provide opportunities for training, support, and formation for catechists and adults involved in youth ministry.
- Implement Created for Love Chastity Curriculum.
- Coordinate Confirmation Liturgy.
- Work with Faith Formation Administrative Assistant to ensure proper maintenance of Sacramental Records for Confirmation.
- Work with Director of Faith Formation and Children's Faith Formation Minister (Grades 1 - 6) in joint projects.
- Establish and maintain a ministry of presence in parish and the community.
- Serve as a resource to others involved in ministry providing appropriate training, knowledge, and support, empowering them with the tools and skills to minister to and with youth, participating in such meetings/workshops/training sessions.

Media Responsibilities

- Develop and maintain a social media presence and communication for Holy Family Parish and the youth ministry program.
- Assist other members of the parish staff and lay leaders with use of social media and website.
- Oversee website improvement and work with staff on its development.

Office Responsibilities

- Work with Director and other team members to ensure adequate office coverage and work flow.
- Work with Administrative Assistant to ensure efficient class registration for youth programs