

St. Aloysius Church

Position Description

POSITION TITLE: Pastoral Associate for Youth and Young Adult Formation

FLSA: Exempt/Salaried

REPORTS TO: Pastor

EFFECTIVE DATE: Negotiable

POSITION SUMMARY:

The Pastoral Associate for Youth and Young Adult Formation supervises, implements, and develops all programs and activities related to helping our youth and young adults grow in and live their Catholic Faith.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Development for Junior High & High School Youth:

- Coordinates a core group of adults and youth to determine and direct programs and services.
- Develops relationships with parents that are conducive to open communication between parents and their children.
- Plans, schedules, and leads (or finds leaders for) an annual retreat for teens focusing on some aspect of spiritual growth.
- Provides programs for social outreach and service which directly involve parish teens and provides pastoral reflection before, during, and after these experiences.
- Arranges regular study groups of Bible or other religious topics (Theology of Body, virtues).
- Offers occasional social gatherings for teens.
- Provides pastoral guidance to teens and parents as needed on individual basis and helps teens and parents find professional referrals when needed.
- Arranges occasional parenting programs for parents of teens and pre-teens, including The Culture Project.
- Works in collaboration with parish Director of Religious Education (DRE) and other pastoral staff.

Sacramental Formation:

- Assists the DRE with the Confirmation Preparation program for both students of St. Aloysius school and those in the Family Faith Formation program.
- Provides religious instruction to those preparing for Confirmation at both the 7th and 8th grade level.
- Assists DRE with instructing parents preparing for the baptism of a child.
- Assists DRE with providing age appropriate formation for those youth seeking to become Catholic (RCIC).

Program Development for Youth and Young Adult Human & Intellectual Formation:

- Accompanies young people as they mature into adults, advising them on growth in the virtues.
- Understands and teaches Theology of the Body and helps young people understand their call to holiness and how it is lived in both body and soul.
- Assists youth and young adults in preparation for future married life.
- Assists youth and young adults in forming healthy relationships with others through social, spiritual, and charitable activities.
- Acts as a resource and aid for young parents and families, helping them to remain active in parish life.

Annual Plan of Activities should include, but are not limited to, the following:

- Opportunities for education and discussion, such as Bible studies and Theology of the Body courses.
- Retreat and Youth Conferences promoted, especially for Confirmation students.
- Summer and Mission Trips organized to encourage encounters with people of various cultures and backgrounds, and to introduce young people to opportunities for service.
- Fundraising events to help finance retreats and mission trips.
- Effective promotion, advertising, and communication of all above activities and initiatives.
- Submission of annual budget proposal and reasonable adherence to budget once finalized.

WORK SCHEDULE

The Pastoral Associate for Youth and Young Adults will be expected to be involved in many evening and weekend activities, some of which will be overnight events, such as when chaperoning at youth retreats or conferences. This staff person will also be required to be present some days in the school and parish office. This staff person should maintain a log of hours to indicate that on average they are dedicating 35-40 hours to ministry or office work.

EDUCATION LEVEL REQUIREMENTS

Bachelor's degree in theology, catechesis, or education (preferred) or other related degree (humanities, social work, human development) with relevant job experience/additional coursework.

GENERAL REQUIREMENTS

- Active member of the Roman Catholic Church
- Must be able to effectively communicate in both oral and written formats, including digital and social media
- Must demonstrate effective listening skills, ability to understand and respect others, dialogue and advocate, and give/receive constructive feedback.
- Must perform work with a high level of accuracy and attention to detail.
- Ability to use a variety of office equipment or ability to learn how to use such equipment.
- Ability to work independently and collaboratively with staff members and volunteers.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Must display effective follow-through, time management, and organization.
- Must maintain confidentiality of work-related information and materials.
- Must maintain professional behavior, hygiene, and appearance.
- Must successfully pass BCI/FBI background check prior to employment and every 5 years.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the office environment is usually moderate, but when engaged with youth and other activities, may become loud. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to manipulate objects; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and talk and hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the Saint Aloysius Catholic Church and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date