



## Director of Faith Formation and Youth Ministry Grades 6 – 12

Diocese of Winona  
*The Church of the Resurrection*  
Rochester, Minnesota

**Term:** Full Time Employee

**Education:** Bachelor's Degree or higher in Theology, Religious Study, Education or field appropriate to scope of work preferred or equivalent certification in Faith Formation and Youth Ministry.

### MINISTRY RESPONSIBILITIES:

- Build relationships with our youth and their families through faith formation and youth ministry.
- Direct Faith Formation paying special attention to the *National Directory for Catechesis* directives for young adults along with the eight components of youth ministry.
- Provide leadership in collaboration with Pastor, Parish Administrator, Faith Formation Department, and Faith Formation Committee.
- Select, implement, and assess yearly curriculum and activities.
- Report yearly assessment of curriculum and activities to Pastor, Parish Administrator, and Faith Formation Committee.
- Provide *Circle of Grace* programming for grades 6-12.
- Plan and implement one yearly parish service night.
- Facilitate *Virtus* training sessions for parish volunteers.
- Assist the Parish Administrator to coordinate volunteers in compliance with the *Virtus* training, maintaining accurate records and overseeing compliance.
- Promote family faith development (e.g. *Parent/Child Learning Centers*)
- Recruit, assign, assist, and train lay ministers as faith sharing leaders, catechists and aides for age specific sessions.
- Observe faith formation classes, offer guided teaching strategies to lay ministers, ability to teach or model teaching when necessary.
- Communicate faith opportunities using a variety of tools (e.g. *newsletters, website, kiosk, bulletin boards, email, and mailings*). Maintaining a weekly message and/or calendar of events in parish bulletin.
- Coordinate registration and oversee collection of fees.
- Assume responsibility for the preparation of Confirmation, collaborating with the Bishop, Pastor, Director of Liturgy and R.C.I.A. and Music and Choral Director.
- Organize and provide retreat experiences.
- Invite youth into parish life. (e.g. *visit Lourdes High School Campus*)
- Provide summer faith opportunities for youth. (e.g. *Totus Tuus, service projects, mission trips, leadership camps*)
- Promote citywide and diocesan events. (e.g. *Lock-Ins, Steubenville Conference, Diocesan Middle School Camp, Camp Summit, Diocesan Catholic Youth Conference, Youth in Theology and Ministry*)
- Provide monthly social experiences for teens.
- Plan a yearly graduation Mass.
- Maintain age appropriate resources in the parish library.
- Maintain fiscal responsibility by proposing, tracking, and respecting the budget.

- Attend staff meetings and retreats.
- Provide communications directly to the Parish Administrator and ultimately to the Pastor.
- Undergo yearly review with Parish Administrator and Pastor.
- Attend monthly Faith Formation and Youth Ministry Committee meetings.
- Attend Diocesan faith formation workshops and trainings to maintain compliance with Diocesan guidelines and policies related to faith formation and youth ministry.
- Attend Greater Rochester Area Catholic Youth (GRACY) meetings with local youth ministers.

**MINISTRY REQUIREMENTS:**

- Attentive to prayer and personal growth in relationship with Christ.
- A solid understanding of the Catholic Faith.
- Supports the mission and purpose of the Roman Catholic Church.
- Practicing member of the Roman Catholic faith.
- Mature, responsible adult with strong, interpersonal skills.
- Knowledge of implementation of parish policies and procedures.
- Ability to communicate using positive reinforcement.
- Flexibility in working hours; some evenings and weekends are required.
- Demonstrate a working knowledge of social media and web applications.
- Willingness to accept variations in ministry responsibilities after mutual discussion.
- Ability to work with fellow Faith Formation Department members to oversee the holistic Faith Formation of each parish member.

I have read this job description and agree to carry out the ministry responsibilities of this position.

This contract is binding until \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Ministries Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

*An ever-growing Eucharistic community boldly serving others through God's love*