

Archdiocese of Louisville
Position Description

Position title: Director, Office of Youth and Young Adult Ministry

Reports to: Chancellor

Status: Full-Time Exempt

I. Position Description:

The Director serves as the archbishop's lead resource person for all ministry initiatives that impact the faith life of adolescents and the adults who serve them in parish and Catholic school settings. In addition, coordinates and ministerial efforts that engage young adults in the life of the church of the Archdiocese of Louisville. The Director advocates for, coordinates, and provides services related to the pastoral care, formation, support, and networking for adult leaders who serve in youth ministry, young adult ministry, and high school campus ministry throughout the Archdiocese. In addition they coordinate and lead direct ministry efforts for youth (6th-12th grade) and young adults (ages 18-39), including fostering collaboration and communication among parishes, schools, and youth and young adult serving organizations.

II. Primary Duties and Responsibilities:

- Develop and enact a vision for ministry with youth and young adults across the Archdiocese with a focus on evangelization, formation, and missionary discipleship.
- Encourage, support, empower, and network youth, campus, and young adult ministry leaders through one-on-one accompaniment, mentoring, parish visits, and regular communications.
- Design, supervise, and implement faith-based programs that address the needs of youth and young adults such as: retreats, conferences, leadership development opportunities, workshops, service/mission opportunities, and discipleship formation, in support of local ministry efforts.
- Provide consultation and support for Pastors and parishes as they evaluate and seek to address the needs of their youth and young adult populations, and to promote Archdiocesan Safe Environment policies and practices.
- Provide consultation and support to other Archdiocesan agencies that also serve youth, young adults, and their families.
- Convene and support the leaders of local young adult ministries and organizations including parish Young Adult Ministries, Louisville Young Catholics, Young Catholic Professionals, Young Adult Franciscan Ministry, college Campus Ministries, etc.
- Address and implement action steps and initiatives articulated in the Archdiocesan and Office of Youth and Young Adult Ministry Strategic Plans
- Serve as liaison to the Archdiocesan Young Adult Board, provide guidance and support to the Board Coordinators and members, coordinate with the Archbishop in filling vacancies and making appointments as needed, and foster on-going implementation of its Charter
- Convene and support the Archdiocesan Catholic Committee on Scouting and coordinate with the Chair and leadership to develop and implement action items in accord with its mission
- Serve as the Archdiocesan point of contact for aspects of preparation for the Sacrament of Confirmation of adolescents in collaboration with Office of Faith Formation.

- Pursue on-going professional development through study of relevant Church documents, current studies, cultural trends, best practices and resources for ministry with youth and young adults.
- Foster relationships with other dioceses, local/regional/national youth and young adult serving organizations to share best practices for ministry with youth and young adults.
- Prepare, maintain, and monitor the annual budget for the Office of Youth and Young Adult Ministry.
- Address other tasks or committee work with other Archdiocesan agencies as needed.
- Supervise and oversee staff of the Office of Youth and Young Adult Ministry.

III. Position Requirements:

- Active Catholic in good standing with passion for sharing the Catholic Faith with young people and forming others in this endeavor.
- Masters Degree in Theology, Pastoral Ministry, Religious Education or similar field
- 3 to 5 years of administrative and supervisory experience in Church pastoral ministry
- Thorough understanding of principles and practices of ministry with youth and young adults, and the current issues affecting their lives
- Ability to shape vision and mission for Catholic evangelization and formation of young people.
- Excellent organizational, communication, and interpersonal skills
- Strong relationship-building and pastoral care skills with ability to relate well with teenagers, young adults, pastoral leaders, and others.
- Proficiency with Microsoft Office products, expertise in digital and print media, effective use of social media, and experience with digital and online ministry tools and resources.
- A leader who can seek input, include others, build teams, set objectives, priorities, deadlines, and solicit support for new initiatives.