

Job Posting Form
The Church of the Annunciation

Date Posted: 7/10/2018

Send resume to: **Melissa Weisenburg**
annunciationre@gmail.com

Type of Employment: Summer: **Part-Time: X** **If part-time, # of hours per week Up to 15** Full-Time:

Job Title of Open Position: **Assistant Coordinator of Youth Ministry**

Salary: Commensurate upon experience/education Salary will be: **X hourly** other

Employer The Church of the Annunciation Department Faith Formation

Location Address: 7580 Clinton Street, Elma, NY 14059

Employer website: www.annunciation.cc

Brief Job Description

The Assistant Coordinator of Youth Ministry is part of a team responsible for the planning and implementation of comprehensive youth ministry at Annunciation to lead teens closer to Christ by engaging adolescents, parents, and volunteers according to diocesan policies and standards. Responsibilities include:

- Collaborate with the Pastor, Director of Faith Formation, Youth Minister, Teen Music Team, and Religious Educator Advisory Council to develop and implement a comprehensive parish faith formation program for adolescents.
- Oversee middle school faith formation, implementing Edge resources.
- Help to recruit, form, and train volunteers (core members) for Edge ministry.
- Assist the Youth Minister with high school formation and Confirmation preparation.
- Invest in relationships with youth and their families - be available and accessible to journey with and disciple youth and parents.
- Engage parents in the catechetical process; integrate family programming.
- Integrate worthwhile and age-appropriate service opportunities into formation and youth ministry.
- Use social media, Flocknote, and the parish website to communicate and evangelize.

Qualifications: Required Education/Experience

- Preferred Degree: Bachelor's in Theology, Pastoral Ministry, or a related field.
- Experience working with adolescents and their families.

Desired Skills

- Familiarity with Life Teen and Edge youth ministry programs.
- Understanding of effective learning / catechetical methods.
- Knowledge of the 21st Century Church and challenges to catechesis including family life, technology, cultural realities, and the new evangelization.
- Practicing Catholic, engaged in the life of their home parish.
- Ability to work evenings, weekends, and occasional holidays.
- Skilled in the use of MS Office, Google Docs/Sheets, Google Drive, Google Calendar, Social Media, YouTube, website maintenance and a willingness to embrace new technology.
- Ability to work in a fast-paced environment and willing to embrace change.

E.O.E.

How to Apply: By Mail **E-Mail X** Fax as above, no later than : Until Filled