Director of Youth Faith Formation

St. Bonaventure Parish is looking to hire a full-time Director of Youth Faith Formation. We are a vibrant and engaged parish often referred to as “the parish that never sleeps,” located on the border of Concord and Clayton with over 2600 registered families. Our Youth Faith Formation programs are known to be spirit filled and engaging. Each year our Confirmation program typically serves 150-200 teens, confirming around 100 youth each year. We wish to hire by the end of March to allow the new hire to work alongside our current Director before he leaves but we are flexible.

Position Classification M-3, Full Time

Reports to: Director of Parish Operations

Position Summary: To provide an engaging faith formation ministry for the youth of St. Bonaventure which incorporates key aspects of faith enrichment, Catholic social teaching, moral decision making and community service. The Director of Youth Faith Formation coordinates a comprehensive youth ministry program for high school aged teens (i.e. sacramental preparation for Confirmation, and High School Youth Ministry program) and middle school aged youth (Middle School Ministry program) in accordance with Diocesan guidelines.

Program Responsibilities

High School Youth Group and Confirmation Program
- Recruit, train, assign, support and empower peer and adult volunteers in youth ministry
- Develop and maintain relationships of trust and mutuality with leadership teams, teens, parents, and parish staff
- Responsible for defined budget
- Prepare program calendars for all programs including Confirmation date
- Ensure effective and timely communication to parents, candidates, and sponsors
- Plan and Facilitate High School teen youth group gatherings, events and activities (includes: food, programming, prayer & preparing volunteers)
- Identify and ensure a service component in all Programs
- Set a mass attendance expectation
- Facilitate involvement in Diocesan youth retreats and offerings
- Facilitate periodic training and spiritual enrichment sessions for volunteers
- Provide materials in advance for all volunteers
- Plan all aspects of annual program retreats to include Confirmation retreats (min 1 per year per group).
- Plan and coordinate Confirmation ceremony with Liturgy Director
  - Plan and coordinate rehearsal
- Plan Confirmation program (currently 2 year program) according to diocesan guidelines
  - Organize, set-up and facilitate all sessions
  - Recruit and train volunteers as small group leaders
  - Work with administration on all necessary paperwork (Baptismal certificates, Confirmation certificates, ceremony program, sponsor information)
  - Plan one on one interviews for Confirmation candidates

Youth Mass (5:00pm Sunday)
- Recruit teen involvement
- Participate in Masses

Vacation Bible Camp
• Co-lead with Children’s Faith Formation Director
• Recruit teen counselors (Jr. High & High School)
• Plan training sessions and work parties with VBC Director
• Create correspondence to inform counselors of necessary information
• Attend all VBC volunteer meetings
• Plan and coordinate counselor party

Program Responsibilities

Middle School Ministry
• Recruit, train, assign, support and empower peer and adult volunteers in youth ministry
• Develop and maintain relationships of trust and mutuality with leadership teams, teens, parents, and parish staff
• Responsible for defined budget
• Prepare program calendar
• Ensure effective and timely communication to parents
• Plan and Facilitate Middle School Ministry gatherings, events and activities (includes: food, programming, prayer & preparing volunteers)
• Facilitate involvement in Diocesan youth retreats and offerings
• Facilitate periodic training and spiritual enrichment sessions for volunteers
• Provide materials in advance for all volunteers
• Plan all aspects of annual program retreats
• Identify and ensure a service opportunity
• Plan Middle School Ministry program

Administrative Responsibilities
• Ensure adherence to Safe Environment requirements
  o Responsible for compliance of all Youth Ministry Adult and Teen Volunteer Compliance prior to serving
  o Annually submit updated volunteer list to SE Coordinator and confer with SE Coordinator to assure compliance of volunteers
  o Process all appropriate paperwork and documentation
  o Maintain Youth Database to ensure youth volunteers are in compliance with Diocesan Safe Environment when they turn 18
• Attend regular staff meetings
• Set and maintain regular office hours

Knowledge, Skills and Abilities
• A practicing Roman Catholic with an informed understanding of Vatican II and how it applies to the mission of the parish, enthusiastically living the faith
• A solid understanding of Sacramental theology, Catholic morality and adolescent catechesis
• Personal & ministerial maturity including self-knowledge and ability to work collaboratively with others
• Min. Bachelor’s degree or higher in pastoral ministry, religious education, theology or related field or equivalent
• Experience in Catholic Youth Ministry Leadership Role
• Time management: ability to be self-motivated and take initiative, and to organize one’s time effectively
• Record-keeping: ability to establish and maintain an organized system to track paperwork, finances, permission/release forms, program information, etc.
• Good software skills, including Microsoft Office (or equivalent), PDS, Flocknote, etc.
• Must be able to have flexibility in work hours. This is a position that requires frequent evening, weekend and off-site work.
• Complete Diocesan Fingerprint clearance prior to start date

Additional Responsibilities
In addition to the above and as required from time to time, there may be additional areas of supervision for which this position will have responsibility, as assigned by the Pastor and/or Director of Parish Operations.

Please send cover letter and resume to Christa Fairfield at cfairfield@stbonaventure.net