



# PRINCE OF PEACE PARISH

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## Coordinator of Youth & College Ministry Job Description

The Coordinator of Youth & College Ministry is first and foremost a relational ministry that invites youth grades 6-12 and college students at the Bates campus into a growing relationship with Jesus Christ and His Church. The Coordinator of YCM is responsible for proposing ministry plans, evaluating program materials, scheduling programs, leading implementation teams, and evaluating program impact. This is a part-time position averaging 19 hours per week and involves flexible hours, including weekends and evenings. The CYCM reports to the Director of Faith Formation.

### Essential Duties

- Convey accurately and effectively the official teachings of the Church regarding scripture, doctrine, morality and spirituality.
- Work with the priest and the Director of Formation as a Team in all aspects of Faith Formation.
- Develop, articulate, and foster a comprehensive vision of faith formation for youth and college students.
  - Direct the sacramental preparation programs for Youth & College Students.
  - Primary facilitation of Youth Ministry (Grades 6-12), which currently gather on Sunday evenings.
  - Primary facilitator of College Ministry for Bates Campus.
  - Recruit, train, and evaluate Core Teams and other volunteers to assist in Youth and College Ministry.
  - Plan the faith formation calendar for youth and college students; prepare schedules for sessions in conjunction with the calendars of the parish.
- Follow Diocesan policies and guidelines to ensure that parishes' youth and college faith formation policies and programs are developed and implemented in accordance with diocesan norms.
- Prepare regular and special request reports on ministry efforts for the Director of Faith Formation.
- Communicate with college students, youth, families, and the parish through a variety of media, especially the parish website, bulletin, Flocknote and Facebook.
- All other duties as assigned.

### Qualifications for the Position

Willingness to be trained in the Diocesan Catechetical Training Program and having the knowledge of and ability to convey effectively the official teaching of the Church with a demonstrated fidelity to the teachings. This person needs to possess the following qualities:

- Knowledge of the official teachings of the Church regarding scripture, doctrine, morality and spirituality with demonstrated fidelity to these teachings.

- An active and deep Catholic faith
- Full participation in the communal worship and life of the Church
- Good interpersonal relationship skills
- Good rapport with all ages
- Good verbal and written communication skills, including public speaking
- Ability to be collaborative and a team builder—must work well with linkage of parishes
- Good organizational and administrative skills
- Maturity
- Flexibility
- Knowledge of or willingness to become familiar with catechetical/faith formation documents, resources and methodologies which enable the youth and college coordinator to select programs, text, audio-visual materials and other resources appropriate to meet the faith development needs of youth and college students.
- Computer literacy to enable using the various resources that are available, familiarity with Microsoft Office and social media platforms a plus

Physical Requirements:

Ability to verbally communicate

Ability to travel to the college campus

Ability to keystroke 1-2 hours per day with reasonable breaks

Please send all applications to Fr. Daniel Greenleaf, 16 St Croix St., Lewiston, ME 04240

Deadline is August 8, 2020.