

Job Description

PARISH: St. Mary's Catholic Church (Jackson, TN)

POSITION: Director of Family Catechesis & Youth Ministry

CLASSIFICATION: Exempt

SALARY: Competitive

SUPERVISOR: Pastor

JOB SUMMARY: The Director of Family Catechesis & Youth Ministry is responsible for the work of catechesis and relational ministry development of parents and their children and teens in the parish. The Director provides leadership, design, development, administration, catechesis, and evaluation in order to build a solid foundation for family formation, including the formation of children & adolescents. The position includes the oversight of programs for both English and Spanish speaking members and ministries of the parish. Ability to speak both English and Spanish is an important advantage for this job. This job reports to the parish pastor.

POSITION CONTENT:

- I. Leadership
 - A. Attend VIRTUS training workshop and maintain current status with any necessary training bulletins (via email).
 - B. Maintain communication with pastor, other parish staff members, and diocesan Office of Evangelization & Discipleship to effectively understand parish trends and needs.
 - C. Recruit and develop a team of trustworthy and capable catechists for all levels of formation (children, teens, and adults).
 - D. Access existing programs and modules to provide training for catechists.
 - E. Provide training and direction to all who assist in the catechetical ministries of the parish
 - F. Serve as *ex officio* member of the Pastoral Council (meetings called as deemed necessary by the pastor).
 - G. Pursue ongoing professional development, as necessary and in consultation with pastor
 - H. Conduct evaluation of all programs under purview, reporting findings to pastor
- II. Communication & Administration
 - A. Manage social media feeds (Facebook & Instagram) for youth ministry and Family Faith Formation.
 - B. Manage Flocknote lists for youth ministry & Family Faith Formation.
 - C. Work in collaboration with parish Communications Coordinator to add anything to general parish social media feeds & Flocknote distribution.
 - D. Send regular Flocknote messages (via text message & email) to youth & parents.
 - E. Plan and coordinate annual formation schedule, including weekly gatherings, parent formation sessions, sacraments retreats, & sacramental celebrations.
 - F. Collaborating with Pastor's Executive Assistant, ensure that all necessary spaces for events are booked in proper manner.
 - G. Collaborating with Finance Administrator, create and monitor annual budget (income and revenue allocation) for the operation of programs.
 - H. Provide necessary planning for celebrations of First Holy Communion & Confirmation
 - I. Collaborating with Totus Tuus staff (in other dioceses, perhaps), arrange and administer annual Totus Tuus event for children & teens.

- J. Obtain resources (AV, textbooks, and liturgy materials) which complement efforts in family & youth ministry.
 - K. Acquires, maintains, and is responsible for necessary and proper equipment and resources
- III. Catechesis
- A. Ensure the smooth operation of catechetical formation for children & parents, especially those who are in sacramental years.
 - B. Ensure plans are in place & operating for celebrations of First Holy Communion & Confirmation
 - C. Attend weekly formation sessions as a team member and catechist (either to teens or adults).
 - D. Coordinate and conduct regular gatherings of parish youth ministry.
 - E. Arrange any necessary catechist training & workshops (e.g., Catechesis of the Good Shepherd training).
 - F. Incorporate insights from current evangelical and catechetical literature into planning (e.g., requires familiarity with recent magisterial documents and teaching, and initiatives of the local bishop and the USCCB)
 - G. Meets with coordinators of programs to elicit further information regarding evaluation and future planning.
 - H. Adjusts religious education programs in relation to parish feedback and current professional literature.
 - I. Develops individualized faith formation programs for parishioners with unique (e.g., attending to those who have special intellectual, cognitive, and physical needs).
- IV. Other duties as assigned by pastor.

To apply for this job, send cover letter & resumé to Fr. David Graham, Pastor of St. Mary's Catholic Church: fr.david@stmarys.tn.org