

## **COORDINATOR OF YOUTH & YOUNG ADULT MINISTRY FOR ARCHDIOCESE OF SAN FRANCISCO**

**Full time benefited position, with an immediate start date.**

### **TASKS & RESPONSIBILITIES TOWARD YOUTH MINISTRY**

1. Familiarize oneself with the content and vision of the USCCB document “Renewing the Vision: A Framework for Catholic Youth Ministry,” understanding how to apply it for the Archdiocese of San Francisco.
2. To work primarily and almost always with the pastors, deans, and other parish-based organizations in helping start new youth ministry groups in parishes and deaneries.
3. To work with the present youth ministry groups in parishes to strengthen and guide them toward an increase in membership and activities in terms of spiritual, pastoral, and social events.
4. To help individual parish groups to interact and network with youth ministry groups in neighboring parishes within the local deanery and with groups in deaneries.
5. To recruit, train, and create effective faith-filled, talented youth ministry leaders to animate the youth ministry groups
6. To accompany the youth actively and creatively in their faith journey by way of spiritual, liturgical, scriptural, sacramental events.
7. To be engaged in target-based, result-oriented invigoration of youth ministry in parishes and deaneries in terms of increasing number of youth, number of parish ministries, and various events organized, including at least one county-level event per county and one Archdiocese-wide event annually.
8. To help prepare youth for the Sacrament of Confirmation and organize Archdiocesan Confirmation retreats in collaboration with the Youth Council.
9. In order to bring focus and dedication to this parish-based work, the coordinator will be exclusively working within the boundaries of parishes and deaneries within our Archdiocese and NOT outside of the Archdiocese for events, seminars, and conferences, except with prior approval of the Director of Pastoral Ministry.
10. Develop and maintain database of addresses and contact information for youth ministry members of the Archdiocese and the progress of this ministry.
11. Update and maintain Youth ministry section of the Archdiocese website.
12. Report Bi-weekly the progress of Youth Ministry to the Director of Pastoral Ministry.

## **TASKS AND RESPONSIBILITIES TOWARD YOUNG ADULT MINISTRY**

1. Familiarize oneself with the content and vision of the USCCB document “Sons and Daughters of the Light: A Pastoral Plan for Ministry with Young Adults”, understanding how to apply it for the Archdiocese of San Francisco.
2. To work primarily and almost always with the pastors, deans, and other parish-based organizations in helping start new Young Adult ministry groups in parishes and deaneries.
3. To work with the present Young Adult ministry groups in parishes to strengthen and guide them toward an increase in membership and activities in terms of spiritual, pastoral, and social events.
4. To help individual parish groups to interact and network with Young Adult ministry groups in neighboring parishes within the local deanery and with groups in deaneries.
5. To recruit, train, and create effective faith-filled, talented Young Adult ministry leaders to animate the Young Adult ministry groups
6. To accompany the young adults actively and creatively in their faith journey by way of spiritual, liturgical, scriptural, sacramental events.
7. To be engaged in target-based, result-oriented invigoration of Young Adult ministry in parishes and deaneries in terms of increasing membership, number of parishes, and various events organized, including at least one county-level event per county and one Archdiocese-wide event annually.
8. In order to bring focus and dedication to this parish-based work, the coordinator will be exclusively working within the boundaries of parishes and deaneries within our Archdiocese and NOT outside of the Archdiocese for events, seminars, and conferences, except with prior approval of the Director of Pastoral Ministry.
9. Develop and maintain database of addresses and contact information for Young Adult ministry members of the Archdiocese
10. Develop and implement event and activity programming, including and not limited to, World Youth Day
11. Facilitate Theology on Tap program.
12. Organize World Youth Day participation and maintain informational and financial database of participants.
13. Update and maintain Young Adult Ministry section of the Archdiocese website.
14. Report Bi-weekly the progress of Young Adult Ministry to the Director of Pastoral Ministry.

### **Qualities & Qualifications:**

- Strong interpersonal and problem resolution skills.
- Excellent English verbal, written and communication skills (Spanish Language helpful)

- Able to work in a multi-cultural setting.
- Organized, reliable, flexible, pleasant, affable, timely; and with effective planning skills
- Proficient in Word, PowerPoint, Publisher and Excel
- Practicing Catholic in good standing with a deep love for the Church
- Inclination toward personal spirituality, discipleship, and stewardship
- A spirit of generosity and dedication to Youth and Young Adult Ministry
- Bachelor's or Master's Degree
- Experience in youth/young adult ministry, faith formation or related fields
- 4-6 years of experience in parish and diocesan ministry
- Valid California driver's license with clean driving record and car for work
- Able to work evenings/nights and weekends
- Able to work flexibly and harmoniously with and under direction of the supervisors.

Send cover letter, resume and three references to Christine Escobar [escobarc@sfarch.org](mailto:escobarc@sfarch.org) at One Peter Yorke Way, San Francisco, CA 94109