

Position Title: Director of High School and Junior High Youth Ministry

Position Status: Full-time Salaried, 10-month cycle (2nd week of June - 2nd week of August off)

Reports to: Supervisor at Christ the King University Parish

Experience and Education: 3-5 years of professional High School Youth Ministry experience; Bachelor's Degree required; Master's Degree in Theology/Ministry preferred.

Salary & Benefits: \$32,000 - \$37,000 DOE, plus Diocese of Helena benefit package.

Position Goal:

The Director of Junior High and High School Youth Ministries serves Missoula Area Youth between 6th and 12th grade and their families through a combination of outreach and evangelization, discipleship, retreat and event planning, and service to the poor. It is a collaborative effort between Missoula area Catholic parishes. Evening and weekend work is frequent.

Job duties include:

Administration

- Compliance with, and local leadership in, all Diocesan Safe Environment policies and practices; prefer candidates trained, or willing to be trained, as VIRTUS facilitators;
- Leadership level participation in planning and execution of Diocesan youth events and programs through service on the OYYAM YMAC group
- Recruit, train, and supervise discipleship leaders for youth ministry with special attention paid to volunteer roles for parents of high school youth; actively recruit parish-specific teams of adults to support the youth in their parish
- Plan and execute regular and strategic in-person presence at the liturgies and special events of participating parishes;
- Actively solicit feedback from youth and families about program offerings and structure, revise and adjust offerings to match the needs and desires of area youth and families;
- Prepare and follow an annual budget for Junior High and High School expenses as defined in this position description; parishes may or may not budget additional dollars outside of the collaboration budget
- Produce each year, no later than June, in consultation with stakeholders from each parish, an annual calendar of activities and events for the following year; prioritize Diocesan events. The Director of Junior High and High School youth Ministry makes final program and calendar decisions.
- Coordinate all stakeholders to develop youth ministry goals and objectives; support parishes in assessing their youth ministry needs, and the needs of youth and families.

Communication

- Identification of Catholic Junior High and High School youth and their families, to include all relevant contact information, organization and maintenance of contact data; requires adherence to different information management procedures as determined by each parish;

- Direct personal outreach via phone, postal mail, email, and in-person communication, as well as pulpit announcements, bulletin announcements, and social media, with Jr High and High School youth and their families; includes quarterly newsletters and other less formal outreach; includes creative strategies to be present inside local High Schools.
- Communicate proactively about program needs and opportunities with the lead ordained and lay pastoral staff at each parish in the collaboration; attend and actively participate in all Deanery meetings and Deanery-wide gatherings of faith formation staff and volunteers.

Active Ministry

- Planning and execution of regular, weekly, structured, local faith formation gatherings and activities for both Junior High and High School separately. Primarily pursuing the discipleship model, but may also include large group activities, coffee shop Bible study, guest presentations, volunteer projects, classroom style catechesis, etc.
- Planning and execution of area youth participation in Diocese of Helena Catholic Youth Coalition Board, annual diocesan events Junior High and High School. Justice Outreach Project, and the Bishop's fundraiser and other diocesan fundraisers, as well as other Diocese of Helena Youth and Young Adult Ministry meetings and events. Encourage involvement in Diocesan summer events including Legendary Lodge, Legendary Adventure camp, etc.
- Formation of a local high school youth "Core Team" comprised of 8-12 youth leaders who might have potential to become Bible Study small group leaders
- Planning and execution of at least two annual high school retreats: a fall retreat aimed at youth preparing for the Sacrament of Confirmation and a Lenten themed retreat in the spring. In Addition, planning and executing at least one Junior High Retreat. Additional retreats considered on an annual basis in consultation with Supervisor.
- In consultation with other area stakeholders, make an annual decision regarding local preparation and fundraising for, and participation in the National Catholic Youth Conference on behalf of the collaborating parishes; in years the local community takes this on, lead the organization and fundraising efforts;
- Planning and execution of preparation for the Sacrament of Confirmation for area youth; area parishes may complement this plan with parish-specific activities, or replace it entirely for their youth with a parish specific plan. The Director of Junior High and High School youth is responsible only for her or his own preparation plan.
- When invited by parish staff, and as time allows, participate in the planning and execution of other sacramental preparation for High School youth and families;
- While maintaining core activities (as defined in consultation with the Supervisor, and in the annual calendar of activities and events), encourage and support whenever possible the initiatives in parishes to enhance total community High School Youth Ministry offerings.

Other duties as assigned by Supervisor – limited to work directly related to area youth between 6th and 12th grade and their families.

To apply, email cover letter, and resume to:

Fr Kirby R Longo

Pastor, Christ the King University Parish

Email: klongo@ctkmsla.org