

Saint Rita Catholic Church

137 Moll Drive / Santa Rosa Beach, Florida 32459 / tel / (850) 267-2558 / fax / (850) 267-3711

Director of Youth Formation **Job Description**

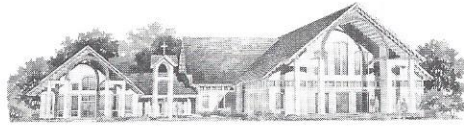
The Director of Youth Formation will be accountable to the Pastor and shall be responsible for the faith formation for children in grades 1-5, including sacramental preparation, to be carried out according to the catechetical norms of the Diocese of Pensacola-Tallahassee. The Director of Youth Formation will also act as Youth Minister for both the Middle School (grades 6-8) and High School (grades 9-12) Youth Groups. This would include preparation for the Sacrament of Confirmation.

Examples of Duties:

- Plans and directs religious education programs
- Invites, motivates, and forms volunteers to serve as responsible catechists
- Ensures Catechist have completed required Diocesan faith formation training
- Facilitates the growth of personal faith and community among catechists
- Directs the selection process, purchases texts and materials, and instructs catechists in their use
- Reports budget to the Pastor and Finance Council
- Delegates tasks and responsibilities as needed
- Initiates and maintains accurate records on students, families and catechists
- Collaborates with parish staff and other ministers and serves as catechetical resource
- Maintains professional updating through research, classes, workshops, reading, and contact with peers
- Promotes good public relations both within and beyond the parish and is involved in diocesan events
- Maintain policies and record compliance with the Diocese of Pensacola-Tallahassee's Protecting God's Children program.
- Direct and plan weekly gatherings of the Middle School Youth Group
- Direct and plan weekly gatherings of the High School Youth Group

Administration and Communication

While this position is accountable to the Pastor, there is a necessity for working and communicating with other parish staff, groups and individuals. They will supervise, on site, all programs and/or activities, attend and participate as an active and engaging member of the parish pastoral council, work with the pastor, staff and the bookkeeper in developing the faith formation budget for the year, prepare the yearly parish education calendar in conjunction with the master parish calendar, and maintain accurate records and files, including attendance, permanent student records and sacramental records, fees and their collection.



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Desired Qualities

Ability to:

- Demonstrate an understanding of the parent – child relationship
- Build community and work as part of a team
- Articulate a vision for comprehensive parish catechesis based on the major catechetical documents of the Church
- Design appropriate catechetical programs and curriculum for adolescents and children based on church documents
- Review, evaluate and develop programs
- Assemble literary and audio-visual resources and use media and technology for effective program implementation
- Provide and facilitate initial and continuing catechist formation opportunities
- Inform, support, and resource parents or primary care givers in the religious formation of their children

Experience and Education:

St. Rita Parish is open to welcoming an inexperienced individual in this area of work and ministry. Although parish ministry experience would be an attractive quality, a devoted, faithful and passionate fully initiated Catholic layperson is the only experience required. We are also open to different academic backgrounds. Knowledge and practice of the Catholic faith is a necessity. A background in Religious Ed., Theology, Scripture or Liturgy would be helpful. Also, a background in youth ministry or missionary experiences would provide a good foundation to build upon here at St. Rita Parish.