

Our Lady of Fatima Catholic Church

Director of Youth Program and Family Religious Formation

Salaried Full-time position

Health Insurance: Yes

Retirement: Yes

Experience required: Masters degree in theology and 5-10 years of experience in tween/teen ministry (preferably with a parental leadership group). In addition, experience in youth education, and/or evangelization. Qualifications include being in good standing with the church and having excellent oral and written communication skills.

Job Tasks: Parish Youth Program Director and Office Staff Role

1. Authors and implements a vision and the plan for Fatima Church and school for a youth program.
2. Family Formation and ministry development, marketing, and implementation of new formation studies, ministries, events at the parish for families.
3. Functions as the parish representative at school meetings, events, and on campus to work with school staff, students, and parents. Collaborates with school staff in marketing, events, and parish development through the school.
4. Works fluently in Parish census, marketing, ministry, safe environment software.
5. Works as the Safe Environment Coordinator for the parish.
6. Attends parish and school monthly meetings.

Job Tasks: Teen Religious Education for the Parish:

1. Collaboration with Parish DRE to oversee the Confirmation education, formation, and retreats.
2. Represents the parish at school events.
3. Attends school Advisory Council, Foundation, and Parent's Club and meetings on behalf of the parish.
4. Works on school campus with school leadership team, when needed or requested, on planning, events, religious education, as needed.

Family & Youth Program Development & Implementation:

1. Set up parent meetings and survey the youth and parents of the parish/school.
2. Through fundraisers, prayer teams, parent teams, school teams develop ways for the entire parish to support youth outreach.
3. Develop a parish team of volunteers.

4. **Pray!** Develop prayer opportunities for the parental team of volunteers.
5. Establish Discipleship and Evangelization as the primary goals.
6. Communication. You will need to spend time communicating the vision to both the parish groups, school groups, and parent clubs/teams.
7. Develop a good youth leadership team.
8. Develop a youth night/program for teens.
9. Develop a community among parents.
10. Involve the youth and parents in serving together.
11. Develop Mission trips, retreats, and other immersive experiences. Connect with other youth groups.
12. Create a Fatima Parish Social Media youth group page.