

**Job Title:** Director of Youth Ministry  
**Reports To:** Pastor  
**Parish:** Our Lady of Mt. Carmel, Darien, IL  
**Position:** Full-time, Benefits, In-person  
Evenings and Weekends required

### **Purpose**

The Director will be responsible for the development, implementation and evaluation of the Youth Ministry Programs in the Parish focusing on experiences which involve teens in Middle and High School (Grades 7-12) and young adults. The Youth Minister should work to empower the youth to live lives as disciples of Jesus Christ, to draw young people to responsible participation in the life, mission and work of the Catholic Community and to foster the total personal and spiritual growth of each young person.

A comprehensive youth ministry program should include the eight components of youth ministry which include: advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care and prayer and worship.

### **Responsibilities**

#### ***Youth Ministry***

- Direct the Confirmation Program for Grades 7-8 and the Encounter Program for Grades 9-12, the catechetical program for High School OCIA and Sacramental Prep
  - Collaborate with the Director of Children's Faith Formation to ensure a cohesive faith formation program including but not limited to student registrations, parent engagement, and Catechist formation
  - Create curriculum and lesson plans
  - Recruit, train, supervise, support and evaluate Catechists
  - Accompany Catechists and Students each week as they meet for their faith formation classes
  - Teach or substitute teach classes when necessary
  - Engage parents in their students' faith formation journey
  - Plan, organize, prepare and direct the Confirmation Retreat
  - Plan, organize and prepare the Confirmation liturgy and celebration
    - Collaborate with the Pastor, Music Director, Arts and Environment and Liturgy Committee
- Direct the High School Youth Group Program (Grade 9-12) which serves as a place for teens to meet regularly to continue their faith formation, grow in community, and serve the parish and local community
  - Invite youth and collaborate with them on the Youth Group Leadership Team to engage them in leadership development and peer ministry. Youth will brainstorm, plan, organize and fulfill leadership roles for each Youth Group event
  - Prepare, lead, and facilitate Youth Group events
- Create other various opportunities for Middle and High School youth to encounter Christ through prayer experiences, volunteer opportunities, retreats, conferences, mission trips and diocesan events
  - Organize and collaborate with youth on fundraising events to support these opportunities when necessary
- Recruit, train, supervise, support and evaluate all Youth Ministry volunteers
- Advertise youth events in the bulletin, through email, Mass announcements, flyers, and the parish website
- Collaborate with other ministerial areas in the church to engage the youth in the robust life of the parish
- Collaborate with other parishes in the diocese to engage youth in the universal life of the Catholic Church
- To seek ways to engage college age and young adults in the community with meaningful programming

## **OCIA**

- Development and implementation of the OCIA process including the initial and subsequent interviews with participants, facilitating inquiry sessions, creating curriculum for catechetical sessions, providing opportunities for participants to experience all aspects of parish life. Work with priests to implement the rites, refer to priest in cases where annulment is indicated
- Recruit and train OCIA Team, Sponsors and Catechists facilitating Breaking Open of the Word
- Provide Breaking Open the Word sessions at Sunday Mass for adults and teens
- Provide Holy Saturday Preparation Rite for OCIA Candidates
- Work with priests and liturgy committee in planning the Easter Vigil
  - Plan and host reception for those receiving Sacraments

## **Church Life**

- Maintain active participation in the Diocesan Deaneries and seek opportunities for professional and spiritual formation
- Attend monthly staff meetings and other staff enrichment sessions
- Maintain a presence at the parish, especially on Sundays when most of our parishioners are present

## **Qualifications and Skills**

- Must be a practicing Catholic who supports the mission, philosophy, objectives, policies and teachings of the Roman Catholic Church and the Diocese of Joliet.
- Must be knowledgeable concerning Catholic doctrine, Tradition and theology
- Must have experience in working with youth in a ministerial setting
- Education: Bachelor's Degree – A degree in Pastoral Ministry, Theology or a related field is preferred
- Must pass a background check and adhere to all Protecting God's Children protocols
- Maintain a positive attitude and demonstrate respect for coworkers and those we minister
- Collaborate with the Pastor and all the parish staff and volunteers
- Demonstrate skills in organization to effectively plan, develop, facilitate and implement events and catechetical programming within the parameters of the Catholic Church
- Proficient in Microsoft Office, Google Docs, Constant Contact, Parish Data System, Church Data System, Parish telecommunications, and audio and visual
- Excel in written and verbal communication skills and conflict management skills
- Able to facilitate large and small groups
- Able to work flexible hours including evenings and weekends (especially Sunday and Monday evenings during faith formation), with the flexibility to adjust to other ministry needs.

## **Salary Range**

Salary range is \$40,000 - \$45,000 annual, depending on experience.

## **Benefits**

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule determined at local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

*To apply for this position, please submit a cover letter and resume to [jobs@ourladyofmtcarmel.org](mailto:jobs@ourladyofmtcarmel.org).*