



Diocese of Salt Lake City Job Description

Job Title: Director

Date Revised: February 15, 2023

Department: Youth & Young Adult Ministry

FSLA Status: Exempt

Supervisor: Vicar General

Work Days: Monday – Friday
(Occasional Evenings & Weekends)

Hours/Day: 7.5 Hours

Summary:

The Director of Youth and Young Adult Ministry supervises and participates in ministry to and with youth, young adults including college students, staff and volunteers in parishes and missions within the Diocese of Salt Lake City.

Responsibilities:

- Serves as a member of the Diocesan Pastoral Center staff; responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General or supervisor.
- Articulates a vision for the ministry based upon U.S. Bishop's documents; e.g. *Christus Vivit/Christ Lives, Renewing the Vision, Sons and Daughters of the Light and Empowered By the Spirit*.
- Consults with youth and young adult ministers and other volunteers in parishes, missions, schools and related institutions within the diocese.
- Develops youth and young adult ministry leadership throughout the diocese and implements a formation program for certification of youth and young adult ministers based upon national standards.
- Organizes and directs the Diocesan Youth Leadership Team
- Promotes ministry with people from diverse cultures.
- Assists parishes and missions to develop faith formation programs for English and Hispanic Youth and Young Adults (Encuentro).
- Identifies current faith formation practices for post-Confirmation Youth and Young Adults.
- Plans and executes activities bringing youth/young adults together for shared spiritual and human formation. Offers retreat and catechetical opportunities for youth and young adults.
- Collaborates with clergy, the Director of Faith Formation, parish catechetical leaders to evangelize and catechize Youth and Young Adults, and with other diocesan directors in mutual areas of interest or jointly sponsored projects.
- Creates opportunities for broadening the vision and experiences of youth associated with Catholic social justice issues and outreach to people on the margins of society.
- Networks with civic leaders and other parties to identify and implement strategies addressing problems facing youth in Utah communities.
- Plans and prudently manages an annual budget.
- Performs other responsibilities as assigned by the Vicar General.

Required Education and Skills:

- Must be a practicing Catholic.
- Possesses three or more years of experience with ministry in a parish or diocesan setting.
- Understands and supports Catholic Church ethics, traditions, procedures and organizational structures. Bi-lingual (English/Spanish) preferred.
- Holds a bachelor's degree with a Master's degree in theology or pastoral ministry preferred.
- Demonstrates excellent organizational, interpersonal and administrative skills.
- Shows specialized knowledge and experience with communications technology.
- Experienced in supervision of youth/young adult ministers and volunteers.
- Enjoys working with teens and young adults.
- Ministers effectively within a multicultural setting.
- Demonstrates commitment to the mission of the Church and the vision of the Bishop.
- Must be a certified catechist.
- Willing to commit to continuing education in ministry.
- Must be 21 years of age.
- Must successfully complete a background check and the Safe Environment program
- Shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives*).