



## Diocese of Erie

### **Full-time position for Director of Faith Formation for Young Adult and Youth Ministry**

The Diocese of Erie is seeking an energetic and faith-driven leader with a passion for young adults and youth to serve as the Director of Faith Formation for Young Adult and Youth Ministry in its newly created Faith Formation Office. He/she will be a part of the ongoing development of a collaborative vision for lifelong faith formation in the Diocese of Erie. He/she will report to the Executive Director of Faith Formation.

The successful candidate will:

- Demonstrate a strong commitment to faith formation to young adults and youth.
- Be visionary and forward-looking and utilize a variety of platforms to connect with young adults and youth.
- Relate well to young adults, youth, youth ministers and clergy alike.
- Promote a comprehensive approach to youth and young adult ministry in the diocese utilizing the U.S. Bishop's documents, *Renewing the Vision, Sons and Daughters of the Light*, and *Empowered by the Spirit*.

Required qualifications include:

- Master's degree in theology, pastoral ministry or related field.
- Minimum of five (5) years of experience in related field with demonstrated leadership responsibility.
- Passion for working with youth and young adults and an understanding of the developmental stages of middle school and high school youth and young adults.
- Demonstrated ability to be self-directed in work habits.
- Must be practicing Catholic in good standing.

For best consideration, please apply by **March 22, 2019**. Applications will be accepted until the position is filled. Scroll down for full position profile.

(\*Note\* - Please see below for titles of other positions available within the Faith Formation Office.)

Applicants must submit a cover letter, resume, references and a signed and completed job [Application Form](#) in one of two ways:

- 1) Email all materials to: [hrinfo@eriercd.org](mailto:hrinfo@eriercd.org). (Application form must be scanned, completed, signed and scanned.)
- 2) Mail to HR, Attn: Faith Formation Search, 429 East Grandview Blvd., Erie, PA 16504

(\*Note\*) The Diocese of Erie, after a fruitful and collaborative diocesan planning process resulting in the creation of the Faith Formation Office, is seeking energetic and faith-driven leaders to serve in the following positions: Director of Faith Formation for Catechesis and Sacraments, Director of Faith Formation for Parish Support, Director of Faith Formation for Marriage and Family Life and Director of Faith Formation for Young Adult and Youth Ministry. Applicants who wish to apply for more than one position should write a separate cover letter for each position.



**Job Title:** Director of Faith Formation for Young Adult and Youth Ministry  
**Department:** Faith Formation  
**Location:** Diocese of Erie (St. Mark Catholic Center)  
**Reports to:** Executive Director of Faith Formation  
**Cabinet:** Vicar for Education  
**Classification:** Salary  
**FLSA:** Exempt  
**Budget:** 00538  
**Date Created:** 1/4/2019

### **Job purpose**

The primary responsibility of the Director of Faith Formation for Young Adult and Youth Ministry is to develop ministry opportunities, provide training, support and resources in the diocese for young adult and youth ministry. This person is responsible for the faithful transmission of Catholic doctrine in faith and morals as defined in the *Catechism of the Catholic Church*, and described in recent papal documents, *Evangelii Gaudium*, *Catechesi Tradendae*. The director supervises and participates in the diocesan efforts for ministry to/and with young adults, college students, youth and various staff and volunteers who assist with these ministries from the parishes and schools within the Diocese of Erie.

### **Duties and responsibilities**

- Functions as a member of the Faith Formation Team and collaborates with the Faith Formation team members in developing the goals and objectives for the Faith Formation Department.
- Promotes a comprehensive approach to youth and young adult ministry in the diocese utilizing the U.S. Bishops' documents including, but not limited to, *Renewing the Vision*, *Sons and Daughters of the Light* and *Empowered by the Spirit*. Has a familiarity with the *National Catechetical Directory*.
- Provides training, support, formation and resources in youth and young adult ministry for pastors, parish youth and young adult personnel, college campus ministers and volunteers.
- Develops and builds strong relationships with pastors and youth and young adult ministers. Fosters collaborative, positive working relationships with parishes, colleges, Catholic schools, diocesan departments and diocesan staff.
- Facilitates the visioning, creation and development of diocesan programs and other forms of outreach to youth, young adults and college students in the Diocese of Erie (i.e., Camp Totus Tuus).
- Assists the Executive Director of Faith Formation in the development of budget.
- Supervises diocesan campus ministry personnel and coordinates diocesan efforts in campus ministry.
- Attends or delegates attendance at required, relevant or collaborative meetings, events and programs.
- Maintains active membership in national and regional youth ministry organizations in order to monitor national trends and directions and maintains accurate knowledge of up to date resources.
- Assumes responsibility for all content in printed materials and social media (i.e., website, Facebook, etc.) for youth and young adult ministry.
- Oversees volunteers and consultants working in these areas.
- Responds, as needed, to individual young adult needs and requests, and connects them to a local parish community and/or a regional young adult ministry network in their area.
- Performs other duties as assigned.

## **Qualifications**

### **Education Required:**

- A Master's degree in theology, pastoral ministry or related field. The person must be familiar with both theory and practice of young adult and youth ministry in a parish and/or campus setting.

### **Experience Required:**

- A minimum of five years' experience in related field. Demonstrated experience in leadership and management of programs and volunteers, including fiscal responsibility.

### **Skills Required:**

- Working knowledge of the documents; *Renewing the Vision, Sons and Daughters of the Light* and *Empowered by the Spirit*. Has a familiarity with the *National Catechetical Directory, Catechism of the Catholic Church, Evangelii Gaudium* and *Catechesi Tradendae*.
- Passion for working with youth and young adults and an understanding of the developmental stages of middle school and high school youth and young adults.
- Excellent communication, organizational, administrative and presentation skills.
- Demonstrated ability to work in collaboration with other diocesan offices to communicate and implement diocesan vision with pastors, campus ministers and parish leadership.
- Successful strategic planning and annual program planning and needs assessment.
- Proficiency with computers and online platforms, as well as demonstrated competency with Microsoft Office, with ability to learn specialized software (e.g., Salsa).
- Experience in technology (website management, social media).
- Demonstrated ability to be self-directed in work habits, position requires a person to be self-motivated and a self-starter.
- Ability to travel extensively both within and outside the diocese.
- Competence in creating and managing budgets with careful monitoring of all spending.

### **Other Required:**

- Must be a practicing Roman Catholic with a strong faith commitment, dedicated to Gospel values, with a mission-driven understanding of young adult and youth ministry, and dedicated to promoting the Church's vision for lifelong faith formation.

## **Working conditions**

As a professional exempt position, the Director of Faith Formation for Young Adult and Youth Ministry is required to work whatever hours necessary including evenings and weekends to accomplish the work and be willing to engage in extensive travel throughout the diocese.

## **Physical requirements**

Work is performed mostly in an office and parish setting. Employee must be able to do extensive computer work and attend evening or weekend meetings. The employee is required to lift and move up to 15 pounds (laptop, projector, etc.). Employee must have a valid driver's license.

## **Direct reports**