

# Vicariate Liaison and Coordinator of Youth and Young Adult Ministry Position Description

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Reports to: Director of Parish Life and Evangelization

FLSA Status: Exempt (Salaried)

Location: Chancery with consistent travel in vicariate

Effective Date: August 1, 2021

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## **Purpose:**

The purpose of the offices of the Diocese of Saginaw is to foster effective evangelization, collaboration, and communication among the priests, deacons, religious, and lay Faithful; leverage the collective gifts and talents of the local Church to proclaim the Gospel in word and deed; and share, under the guidance of the Bishop, the love of Our Lord Jesus Christ in joyful expectation of a New Pentecost.

## **Core Values:**

All ministerial team members serving in the diocesan offices give witness to the following in their daily service:

- **Rooted in faith:** prayerful, anchored in the Holy Spirit, nourished by the Eucharist; transformed in faith and love of the Lord
- **Focused on relationship:** trustworthy, considerate, empathetic; good follow-up and follow through
- **Equipped to facilitate solutions:** competent, collaborative; engaging
- **Guided by proactive listening:** responsive, open to feedback, reliable, observant
- **Animated by shared mission:** resilient, resourceful, focused, courageous, humble

## **Liaison Position Summary:**

The Vicariate Liaison of the Office of Parish Life and Evangelization is a human bridge between the resources of the diocesan offices and an assigned vicariate, its parishes, and lay leaders with respect to evangelization and pastoral resources. The Liaison is charged with direct parish contact approximately 30% of the time, including attending the assigned vicariate meetings, listening to and assessing needs within and among vicariates.

Each Liaison works constructively with other members of the departmental team, their regional vicars, and parish leadership to develop curriculum and provide resources in the liaison's area of expertise. The liaison will respond to diocesan school needs upon the request of the Director.

## **Coordinator of Youth and Young Adult Ministry Summary:**

The Coordinator of Youth and Young Adult Ministry develops leadership training for all parishes to use with those involved with youth and young adult ministry; initiates and supports diocesan and parish youth and young adult programs and coordinates diocesan or vicariate-wide ministry to young adults, especially on college and university campuses; regularly participates in opportunities for youth and young adults to be enriched in the liturgy, to develop a deep prayer life, to learn more and share their faith in a peer community, and to grow in holiness and assurance in Our Lord Jesus Christ's unique call.

## **Desired Qualifications:**

### **Education and/or Experience:**

- Bachelor's degree (and/or Masters) in Religious Studies, Pastoral Ministry, Theology, or related field
- Knowledge and understanding of Youth and Young Adult Ministry, with at least 5 years' experience

### **Critical Qualifications/Skills:**

- Catholic with a gift for assisting others to grow in their faith
- Fully aligned with the teachings of the Church and the vision for relationship-focused support for

parishes

- Thrives in a team environment
- Excellent organization, communication, interpersonal and relationship management skills
- Excellent public speaking skills
- Working knowledge of Microsoft Office suite required

AREA	KEY RESPONSIBILITY AREAS
<p>VICARIATE LIAISON SUPPORT &amp; COORDINATION</p>	<p>Prayerfully discern, create, and implement a plan for youth and young adult ministry in parishes and in colleges and universities</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>• Engage regional vicar, parish and ministerial leaders, listening for means to introduce [re]evangelization; promote and energize parish and inter-parish faith and sacramental formation, worship, multicultural ministry, and the Church’s social teaching</li> <li>• Assist parish leaders to reach beyond parish membership to support individuals’ spiritual growth</li> <li>• Enhance respect for the life and dignity of all</li> <li>• Collaborate with diocesan and parish colleagues to develop initiatives among parishes and vicariates, supportive of parish life and [re]evangelization</li> <li>• Participate in department’s creation of annual plan and budget for the activities of the department, with particular responsibilities for plan and budge for youth and young adult ministry</li> </ul>
<p>PARISH SUPPORT and SUBJECT MATTER EXPERTISE</p>	<p>Create, direct, and maintain the ministry to youth (adolescents age 13-17), and young adults (women and men, married and single, in college and into their thirties) throughout the Diocese by forming, supporting, and partnering with youth and young adult ministry coordinators, parish staffs, campus ministers, and others who are committed to the spiritual formation of young disciples of Our Lord Jesus Christ.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>• Report regularly on the progress and needs of parishes to the Director of Parish Life and Evangelization and regional vicars in order to generate collaboration</li> <li>• Disseminate information to and collaborate with colleagues in order to effectively focus diocesan resources on youth and young adult ministry</li> <li>• Organize, coordinate, and supervise diocesan-wide efforts related to evangelization as it pertains to youth and young adult ministry</li> <li>• Serve as liaison between the Diocese of Saginaw and the National Federation for Catholic Youth Ministry Association</li> <li>• Promote and ensure the implementation of all diocesan policies for Youth Ministry and Safe Environment</li> <li>• Collaborate with colleagues in offering liturgical celebrations, retreats, seminars, workshops and other events</li> <li>• Engage youth and young adults in dialogue, study, and service, opening communication with parish and ministerial leaders supportive of the transformational grace found in Our Lord Jesus Christ</li> <li>• Contribute to identifying, developing, and sharing youth and young adult resources throughout the Diocese</li> <li>• Host, lead, and evaluate gatherings, seminars, and classes on topics related to parish life and [re]evangelization</li> </ul>

