

Assistant to Director of Youth and Young Adult Ministries

Part-Time Ministry Position: 20-25 hours per week

Summary:

Assist the Tri-Parish Director of Youth and Young Adult Ministries. Primary role includes planning, implementing, and facilitating Tri-Parish catechesis for those in grades five and under at all Tri-Parish locations – Sacred Heart, Mondovi, St. Mary's and Holy Rosary, Durand. Provide a safe and nurturing environment that encourages students in their faith development.

Responsibilities:

1. Facilitate Wednesday afterschool (Durand) and Sunday morning (Mondovi) catechesis programs.
2. Plan and implement Sacramental formation for First Reconciliation and First Holy Communion.
3. Implement the Liturgy of the Word for Children for weekend Masses in all three parishes.
4. Plan and implement summer Vacation Bible School.
5. Participate in recruiting catechists and volunteers, and finding substitute catechists when necessary.
6. Assist catechists – including attendance reporting, providing materials, copies and supplies, etc.
7. Report all problems and concerns to the Director.
8. Maintain communication with Director to evaluate all aspects of programming.
9. Participate in all in-services and continuing education in the Tri-Parish and Diocese.
10. Foster relationships with Tri-Parish families and communities.
11. Help the Director wherever needed.

Qualifications:

1. Must be a Catholic in good standing who is excited to share his/her faith with the Tri-Parish communities and inspire others to do the same.
2. Ability to work as a team member with catechists, parents, children and church staff.
3. Self motivated, independent worker with strong organizational skills.
4. Strong oral and written communication skills.
5. Comfortable familiarity with such computer programs as Microsoft Word, Excel, Google Docs, etc.
6. Post-high school experience in catechesis or youth ministry preferred but not required.

Opportunities for training available.

Vehicle Requirement: This employee must provide his/her own vehicle to travel between the three parishes, and occasionally to the Diocesan offices for meeting/trainings.

Please send a letter of interest and resume to:

Tri-Parish Central Office

ATTN: Susan Wolf

P.O. Box 188

Durand, WI 54736

OR via email at stmrysdu@nelson-tel.net with subject line, Assistant to Director of Youth and Young Adult Ministries Position.