

**Woburn Catholic Collaborative**  
**St. Anthony of Padua and St. Barbara Parishes**  
**Position Description**

**TITLE: Youth and Evangelization Director**

**DATE: July 2019**

Purpose: The Youth and Evangelization Director develops a collaborative based pastoral ministry with youth. Incumbent creates and promotes programs, events and activities that foster spiritual development and growth among ranges of individuals who seek to know Christ and His Church as well as those who have drifted away from the practice of the faith. This involves the development and implementation of initiatives to engage youth and their families in the life of the parishes, supports their continued growth in faith and service and leads the Rite of Christian Initiation for Adults and Children.

Responsibilities:

- Prepare an annual agenda of quantifiable objectives and specific ministry activities, a budget to support them and report on results to donors and parishes.
- Meets with principle donors at least annually to report on objectives, activities and outcomes.
- Starting with middle school aged cohort, design, execute and evaluate initiatives or programs to provide youth ministry through social, faith enrichment and service activities.
- Lead youth ministry activities that promote faith literacy and social justice. This includes integrating service and social activities into catechetical programming for middle and high school participants.
- In compliance with Archdiocesan policies, develop and maintain social media presence to promote youth ministry awareness and engagement.
- Develop a systematic and intention plan to implement and assess formation for Confirmation. This includes parent/family engagement, retreats, reconciliation, service activities and liturgical celebrations.
- Recruit, convene and support what will be known as the Fr. Leo Lynch Youth Ministry Board; a team of adults and youth to advise, implement and advocate for youth ministry programming and fundraising.
- Lead RCIA and RCIC processes by recruiting and training a team of volunteers to participate, support and sponsor adults and youth seeking entry into Christ's church through the Sacraments of Initiation.
- Maintain regular communication with pastor and relevant colleagues to promote and maintain consistency, clarity and mutual support. This includes maintenance of regular schedule of hours of presence on the parish campuses.
- Ensure relevant volunteer personnel are in compliance with all mandated safety policies and procedures and maintains necessary records in concurrence with Collaborative Safety Officer.
- Maintain liaison with relevant Archdiocesan offices and personnel.

Qualifications:

- Practicing Catholic and fidelity to Church teaching.
- Master's Degree in Theology, Religious Education or applicable bachelor's degree and minimum of five years of experience in relevant ministry.

- Demonstrated leadership in a parish or diocesan program of religious education, school or institution or the equivalent.
- Computer skills, including but not limited to, working knowledge of Microsoft Office 365, internet and social media applications, etc.
- Excellent interpersonal skills and proven ability in oral, written and electronic communication.
- Willingness and ability to run programs in varied settings.
- Familiarity with Scripture and basic Church documents regarding catechesis and evangelization.
- Familiarity with the new evangelization, evangelizing strategies, programs and technologies.
- Must subscribe to the Code of Conduct and observe all appropriate boundaries.
- Successfully completes CORI check through the Archdiocese of Boston.

Physical Performance Elements:

- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.
- Ability to lift up to 20 pounds.

Confidential inquires and resumes should be sent to: Youth Ministry Search, Woburn Catholic Collaborative, 138 Cambridge Road, Woburn, MA 01801 or [office@woburncatholic.org](mailto:office@woburncatholic.org).

*The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*