



Chancery Pastoral Center	Job Description
Position Title: <b>Coordinator (bi-lingual)</b>	Department: <b>Office of Evangelization and Catechesis</b>
Primary Ministry: <b>Youth and Ministry Coordinator</b>	
Reports to: <b>Director</b>	Date: <b>January 2017</b>
Classification: <b>full-time, exempt</b>	

**General Summary**

The Youth and Ministry Coordinator is an integral and collaborative role within the Office of Evangelization and Catechesis team. Working in alignment with the Bishop’s vision and the mission of the Office of Evangelization and Catechesis, this role has both ministry and administrative responsibilities. Due to the nature of the Diocese of Baker (largely rural with few full-time parish staff exclusive to youth ministry), this position is not exclusive to youth ministry. In the Diocese of Baker, all chancery staff “wears many hats.” This role provides a rare opportunity for a person who is committed to the totality of the New Evangelization and is looking to serve in an expansive and dynamic role.

Under the direction of the Director, ministry responsibilities include developing, communicating and implementing diocesan initiatives for youth ministry (middle and high school), young adult evangelization and catechesis, and family centered sacramental preparation.

Administrative responsibilities include scheduling, communicating and logistics for all Office of Evangelization and Catechesis events, editor of a monthly eNewsletter highlighting diocesan ministry initiatives, maintenance of existing online (web) pages, development and promotion of new online media tools in collaboration with the ministry team.

This position requires travel (averaging 25%) to parishes and schools throughout the diocese to meet with staff and volunteers. This role also serves as a member of a training team for various ministry leadership and catechetical workshops. Proficient bi-lingual (Spanish and English) written and oral skills are preferred, but we will consider all qualified candidates.

**Qualifications for Coordinator**

- A practicing Catholic in good standing with the Church
- BA in catechesis, theology, religious education or a related field
- 3+ years of experience working in a diocesan role or large parish/school that includes responsibilities for youth ministry or educational /catechetical role with youth
- 2+ years of ministry experience working outside of youth ministry (e.g. adult faith formation, family ministry; men, women or couples ministry)
- 5+ years of administrative experience
- Demonstrated knowledge of papal documents, especially having experience incorporating precepts of the New Evangelization as promulgated by St. Pope John Paul II, Pope Emeritus Benedict XVI and Pope Francis
- Complete familiarity and applied experience with USCCB “Renewing the Vision” and Life Teen
- Excellent written, verbal, public speaking and presentation skills
- Competent computer skills: email, Word, Excel, PowerPoint, Publisher software, Social Media
- Experience creating/defining evangelization and catechetical guidelines and resources



## Office of Evangelization and Catechesis

# DIOCESE OF BAKER

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### Key Responsibilities

#### Administrative

- Coordination for Office of Evangelization and Catechesis communications, event scheduling and logistics
- Collaborate in development and implementation of regular diocesan communications and promotional material via several channels (email, letters, eNewsletter, website, blog site, etc.)
- Maintain diocesan webpage descriptions and links for diocesan catechetical resources, trainings/workshops, list of recommended textbooks, curriculum and additional resources
- Coordination of the diocesan catechist certification program
- Assist in developing and implementing policies, programs and best practices as directed
- Collaborate with all chancery staff in communications and planning

#### Ministry

- Participate in regularly scheduled ministry planning and prayer meetings
- Participate in parish and school visits to assess youth, young adult and sacramental preparation programs, needs and concerns
- Assist parishes (pastors and adult staff) implementing Life Teen
- Lead the coordination of annual youth camps and retreats (e.g. securing retreat leaders/teams, developing flyers, communications to parishes, managing registrations, etc.)
- Coordinate annual diocesan young adult retreat
- Coordinate quarterly Theology on Tap, or equivalent, events in key diocesan locations
- Participate within a team in diocesan trainings and workshops for parish/school staff and volunteers in support of diocesan initiatives relating to the mission of the Office of Evangelization and Catechesis
- Collaborate with other diocesan departments effectively (e.g. Bishop's Office, Communications, Finance, Hispanic Ministry, Retreat Center and Tribunal)
- Be available to answer phone calls and emails as required
- Keep apprised of USCCB and Vatican news, resources and programs, for possible incorporation into diocesan initiatives

### Application Process

Interested candidates please email [barry@dioceseofbaker.org](mailto:barry@dioceseofbaker.org) (English and Spanish):

- Cover Letter
- Resume of Experience and Education
- Three Professional References