



PASTORAL OFFICE  
 641 SW Umatilla Ave. • Redmond, Oregon 97756  
 Phone (541) 388-4004 • Fax (541) 388-2566  
 www.dioceseofbaker.org

Chancery Pastoral Center	Job Description
Position Title: <b>Youth and Young Adult Ministry Coordinator</b> Primary Ministry: <b>Youth, Young Adult and Ministry</b>	Department: <b>Office of Evangelization and Catechesis</b>
Reports to: <b>Director of Evangelization and Catechesis</b>	Date: <b>November 2018</b>
Classification: <b>full-time, exempt</b>	

### General Summary

The Youth, Young Adult and Ministry Coordinator works as a member of the Evangelization and Catechesis team. The mission of the team is to equip, empower, and encourage all involved in Evangelization and Catechetical activities within the diocese, especially in parishes and Catholic families. All efforts of the Evangelization and Catechesis team are guided by the vision of the Bishop of the Diocese of Baker.

Under the direction of the Director, ministry responsibilities include developing, communicating and implementing diocesan initiatives for youth ministry (middle and high school) and young adults.

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
- 5+ years of experience working in a diocesan role or large parish/school that includes leadership responsibilities for youth ministry or educational/catechetical role with youth
- Demonstrate proficiency in other areas of ministry
- Possess administrative skills
- Demonstrate knowledge of Church teaching, 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”
- Excellent written, verbal, public speaking and presentation skills
- Competent computer skills: email, Word, Excel, PowerPoint, Publisher software and Social Media
- Experience creating/defining guidelines and resources

### Key Responsibilities

- Participate in regularly scheduled ministry planning and prayer meetings
- Participate in parish and school visits to assess needs and concerns for youth, young adult and sacramental preparation programs specifically confirmation
- Assist parishes (pastors and adult staff) in implementing their youth ministry programs



## DIOCESE OF BAKER

PASTORAL OFFICE  
641 SW Umatilla Ave. • Redmond, Oregon 97756  
Phone (541) 388-4004 • Fax (541) 388-2566  
[www.dioceseofbaker.org](http://www.dioceseofbaker.org)

- Lead the coordination of annual youth camps and retreats (e.g. securing retreat leaders/teams, developing promotional materials, communications to parishes, managing registrations, etc.)
- Coordinate annual diocesan young adult retreat
- Coordinate quarterly deanery events for youth and young adults
- Provide assistance for developing and supporting young adult ministry programs throughout the diocese
- 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 up to date with resources and programs, for possible incorporation into diocesan initiatives

### **To apply:**

Interested candidates please email Josh Schaan, Director of Evangelization and Catechesis: [josh@dioceseofbaker.org](mailto:josh@dioceseofbaker.org). Please include the following.

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