

# Archdiocese of Saint Boniface

## Diocesan Coordinator of Youth and Young Adult Ministry

### Job Description

**Title :** Diocesan Coordinator of Youth and Young Adult Ministry

**Department :** Pastoral Services

**Salary :** Salary and benefits commensurate with the salary schedule and benefits package of the Archdiocese

**Supervisor :** Pierre-Alain Giffard, Director of Pastoral Services

#### General Description

The Diocesan Coordinator of Youth and Young Adult Ministry works in collaboration with the Director of the Pastoral Centre in order to implement the diocesan pastoral and missionary guidelines.

Pastoral ministry, whether diocesan, regional or parochial, among youth and young adults between 12 and 35 years of age, is part of the wider mission of the Church *to go and make disciples* (Mathew 28:18-19; 1 Timothy 2:4). It aims at helping today's young people, particularly those who are not Christians, to get to know Jesus-Christ, to welcome Him in their lives and to follow Him as Lord and Savior. (2 Peter 1:11; 2:20; 2:2; 3:18).

The other goal is to develop the faith in young people and to encourage them to strengthen their commitment to serve their Church, their society and the world. Thus will be formed strong and mature missionary disciples able to reach out to others and to witness their love of God.

The Diocesan Coordinator of Youth and Young Adult Ministry will accomplish his/her mission through the regions, the parishes and the organizations of the diocese. In fact, the role of the coordinator is similar to that of a trainer of leaders, a trainer of trainers (a master trainer).

He/she finds and forms leaders who will lead youth ministries in their environment. The goal is to support parishes, Catholic groups and organizations, with their leaders, as they foster youth evangelization through youth, thus forming new generations of leaders. If there are no youth coordinators in a region or a parish, it is up to the diocesan coordinator to help them find one.

Part of the work of the diocesan coordinator is to submit periodic reports to the Archbishop and the Administration Council.

**Ways to accomplish this mission**

**Diocesan events:** with the collaboration of other pastoral youth coordinators, organize diocesan events for the youth.

**Training:** plan and set up training sessions for anyone who is involved in youth ministry.

**Facilitation:** call regular meetings of coordinators/leaders of youth ministry in parishes and pastoral regions.

**Mentoring:** support and encourage parish or regional youth leaders/facilitators to get them to manage their learning and then be able to maximize their potential and develop their skills.

**Solidarity:** take part in national associations of youth ministries.

**Sharing:** collect information and news about current initiatives in youth ministries and share this by way of a newsletter and other appropriate means of communication.

**Communication:** manage the youth and young adult ministry section of the diocesan website and use other means of communication.

**Group work:** form a committee for youth ministry and meet with it regularly. Work with a team of youth leaders formed to support the initiatives of the coordinator.

**Qualifications**

- Have a good knowledge of the Catholic faith and experience in Youth and Young Adult Ministry.
- Preferably have a college diploma in theology.
- Be fully in agreement with the thinking and the teaching of the Catholic Church.
- Be a permanent resident in Canada or a Canadian citizen.
- Give prayer an important part of your life and your work.
- Be interested and have experience in evangelization with people who do not believe in Christ.
- Have the spiritual renewal and experience formation of young adults at heart.
- Have strong leadership skills, be able to organize, delegate, act as facilitator in groups and work cooperatively with teams.

**Full Time Position**

**35 hours a week**

**5 days a week**

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| <ul style="list-style-type: none"><li>• Be fluently bilingual in French and English.</li><li>• Be familiar with parish life and able to communicate comfortably with parishes and pastoral staff.</li><li>• Be opened to ongoing formation.</li><li>• Be competent in the area of computer software, particularly Microsoft Office Suite's Word, Outlook, Power Point and Publisher.</li><li>• Be available to work some evenings and weekends.</li><li>• Be free to travel throughout the Archdiocese; therefore, must have a valid driver's licence.</li></ul> |  |
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Please include the names of three references, including that of your pastor.

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***Closing date for applications – May 15<sup>th</sup>, 2014***