

PARISH: St. Leo Parish

TITLE: Minister for Youth & RCIC

REPORTS TO: Pastoral Assistant for  
Faith Formation

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## **I. POSITION PURPOSE**

In collaboration with the Pastor, the Faith Formation Team, and the parish community, this person

- Leads and coordinates faith formation programs for middle school and high school-age youth (approximately two-thirds of the position), and
- Prepares children and teens for the Sacraments of Initiation through the Rite of Christian Initiation for Children (RCIC) (approximately one-third of the position).

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

In collaboration with Pastoral Leader, the Faith Formation Team, and consultative bodies of the parish implement the mission of the parish.

- Create safe, nurturing, joyful environments where middle and high school youth can explore and grow in their own Catholic faith.
- Recruit, lead, and support adult parishioners to form ministry teams that take an active role in high school and middle school youth ministry.
- Prepare youth candidates to receive the Sacrament of Confirmation.
- Facilitate youth involvement in Parish and community life by organizing events that help youth develop a wider sense of belonging, including Youth Ministry Liturgies, service projects, community-building activities, and the Youth Migrant Project.
- Maintain a safe, nurturing, faith-filled environment where children and youth preparing for sacraments may discern God's call to them in a manner that is developmentally and culturally appropriate.
- Collaborate with the Children's Formation Programs Coordinator to weave together Children's Catechumenate with the Catechesis of the Good Shepherd.
- Effectively communicate with parents and godparents to facilitate active participation in the preparation for and celebration of sacraments for children.
- Support the diversity of the St. Leo community by creating an open and welcoming environment that supports difference and empowers diverse individuals and families.
- Maintain safety and security for youth participation in events on the St. Leo Parish campus.
- Other duties and responsibilities as assigned.

### III. DESIRED QUALIFICATIONS

- A Catholic rooted in an open-minded spirituality and active membership in a Catholic community.
- Commitment to his/her own spiritual growth relying on the gifts from the parish community's own commitments to Ignatian Spirituality, Catechesis of the Good Shepherd, Catholic Social Teaching, service to the poor, and ongoing adult religious formation.
- Experience or education that demonstrates a sound knowledge of Catholic faith and spirituality and the ability to share that faith and spirituality with children and youth through catechesis, prayer, and practice.
- Experience working or volunteering in youth ministry, middle or high school education, or social development programs with children and youth.
- Experience in recruiting, orienting, training, and supporting volunteers.
- Strong verbal and written communication skills and proficiency in ethical and educational use of social media.
- Ability to communicate in Spanish at a basic level.
- Ability to manage a program, including planning, scheduling, managing a budget, etc.
- Ability to solve problems, make sound decisions, and organize events, including overnight youth activities.

Send cover letter and resume to [admin@stleoparish.org](mailto:admin@stleoparish.org)